



**DISTRICT OF PORT HARDY**  
**COVID-19 FACILITY USE SAFETY PLAN APPLICATION**

Date: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of event: \_\_\_\_\_ Number of attendees (including organizers): \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Food service:** Y/N (food servers must establish a handwashing station)

Your Action Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

District Comment: \_\_\_\_\_

\_\_\_\_\_

**Sanitation to be provided:**  Alcohol Based Hand Sanitizer  Alcohol Wipes  Hand Washing Station with soap

Your Action Plan \_\_\_\_\_

District Comment: \_\_\_\_\_

\_\_\_\_\_

**Physical Distancing Measures** (note 2 metres is = to 6.5 feet)

Your Action Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

District Comment: \_\_\_\_\_

\_\_\_\_\_

**Recording names and numbers of attendees** (to be kept for at least 30 days) No sign in sheets. *One person one pen.*

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

No Your Action Plan: \_\_\_\_\_

District Comment: \_\_\_\_\_

\_\_\_\_\_

**Signage and or handouts for communication of event**

Your Action Plan: \_\_\_\_\_

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District Comment: \_\_\_\_\_

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**Sporting Events, indicate special precautions to prevent the spread of COVID-19**

Your Action Plan: \_\_\_\_\_

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District Comment: \_\_\_\_\_

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**NOTES:**

- All event organizers must ensure that they contain the attendance including bystanders to less than 50 people as per the Provincial Health Officers orders. It is also understood that this order could change at any time and organizers will have to adapt as required. Note size of venue will be evaluated and may be determined maximums can not be permitted.
- Where a 2 metre (6.5 feet) separation between attendees can not be maintained masks must be worn.
- The District will consult and notify the RCMP and the Environmental Health Officer on each application.
- Event organizers must ensure that people experiencing symptoms of COVID-19 are not permitted to attend.
- A list of everyone in attendance must be kept on file by the person in charge for a minimum of 30 days and should any of the attendee's test positive for COVID-19 the organizer MUST notify the District immediately.
- Signage is encouraged as well as restricted access to area. Failure to comply will result in fines issued by the Province of BC.
- Alcohol wipes and sanitizer are required to be provided during all events, do not use non alcohol-based sanitizers. Special consideration may be required for food service.
- Organizers are subject to fines issued by the Province of BC of \$2,000 not complying with Public Health Orders.
- Attendees who do not follow COVID regulations and are belligerent to attendees or organizers are subject to a \$200 fine issued by the Province of BC.
- People promoting mass gatherings are subject to a \$200.00 fine issued by the Province of BC.

District Comment: \_\_\_\_\_

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Approved By \_\_\_\_\_ Date: \_\_\_\_\_

*Copy to be sent to RCMP and Environmental Health Officer via email*