



DRAFTING A PROTOCOL FOR COMMUNITY EVENTS & SERVICES

GENERAL CHECKLIST

While a great number of people have been vaccinated, the fight against the COVID-19 (Yeyewaaspinewin e aashuumiitunaanuuch) pandemic is not over yet. **We must continue to work together to keep the virus at bay.** The following is a checklist from Public Health to help you write your event protocol.


This checklist can be used for different kinds of events (indoor and outdoor, single day or multi-day), such as a skidoo event, general assembly, canoe brigade or other land-based event, broomball match, community feast, etc.

It is important to follow the current community phase guidelines in any protocol.


1 BEFORE THE EVENT

- Decide if activities will take place indoors, outdoors, or both.
- Decide how many people can attend the event.
- Check how people plan on getting to the event (e.g. carpool, single cars, event-specific vehicles).
 - Refer to Guidelines for Safe Gatherings for specific tips on car rides.
- Consider how much people may mingle at the event - Is there a need for "social bubbles"?
- Determine if asymptomatic screening is needed:
 - Depending on the length of the event and the amount of intermingling, asymptomatic screening tests may be advisable 48 - 72 hours before the beginning of the event, or once people return to their communities.
 - Consult Public Health to see if your event should be prioritized for asymptomatic screening.



- Promote healthy respiratory practices for everyone attending.
 - Encourage people to cough into a bent elbow or a tissue, discarding tissue immediately and washing their hands as soon as possible.
- Ensure that everyone properly wears a homemade or medical (procedure) mask at all time. Consider:
 - Will organizers provide masks for employees or volunteers?
 - How will masking requirements be respected at the event?
 -  How to safely use masks
- Make frequent announcements to remind people to respect precautionary measures (e.g. hand hygiene, healthy respiratory practices, physical distancing, wearing a mask properly)
- Keep a daily registry (names, addresses and phone numbers) of everyone present, including staff.

For food areas:

- Consider how activities may be modified to avoid sharing tools/food/etc.
- Avoid buffets to limit the gathering of people in one place. Instead, consider:
 - Offering pre-packaged lunches and snacks, and request one person per family to get them.
 - Encouraging participants bring their own packed food and utensils (feast bundles).
- Require frequent handwashing, and good food hygiene and safety practices.
 - Wash your hands:
 - Before and after handling food
 - After using the bathroom, smoking, coughing or sneezing
 - After touching a soiled surface and/or money
 - Dishes and utensils should be washed with water and regular dish soap or in a dishwasher.
 - For more information, consult the  MAPAQ FAQs page (Links to information in English at bottom)

