

## Guidance for adhering to AHS COVID-19 Requirements

### *Introduction*

The health and wellbeing of our clients and their attendees is our most important consideration during recovery from this crisis. We want to ensure that everyone involved in Rise Up has the information they need to reduce the risk of COVID-19 transmission and comply with all Alberta Health requirements and all Orders from the Chief Medical Officer of Health (CMOH).

At a minimum, businesses must:

- Implement practices to minimize the risk of transmission of infection among attendees;
- Provide procedures for rapid response if an attendee develops symptoms of illness;
- Ensure that attendees maintain high levels of sanitation and personal hygiene;
- Comply, to the extent possible, with all guidance set out for businesses at <https://www.alberta.ca/guidance-documents.aspx>.

Generally, plans for businesses and special events during relaunch do not require approval from Alberta Health or Alberta Health Services (AHS); however, all businesses and special events are expected to adhere to Alberta Health guidance to prevent transmission of COVID-19. As always, organizers of special events, as defined in the [Food Regulation](#), that will prepare or serve food for the public must submit plans to AHS.

Operators must also comply with all occupational health and safety (OHS) standards set out for their business or event. Any violation of OHS or Alberta Health laws or guidance, related to COVID-19 or otherwise, is subject to enforcement and penalty.

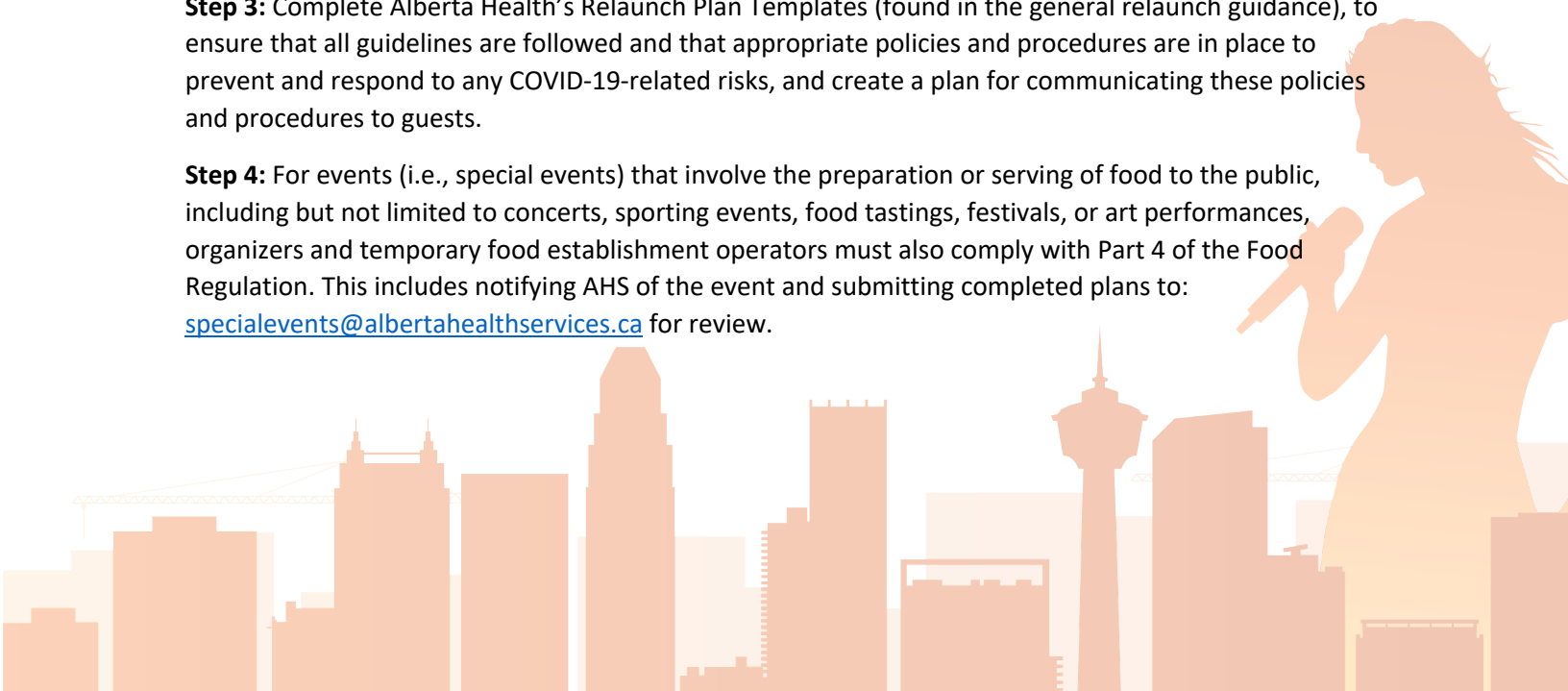
### *Instructions for Planning an Event*

**Step 1:** Review current [OHS rules](#) and [CMOH Orders](#) to ensure the event is allowed to operate and that you understand any applicable restrictions.

**Step 2:** Review Alberta Health's [general guidance for relaunch](#), and any guidelines and restrictions applicable to your specific event. Click [here](#) for access to all available sector-specific guidelines.

**Step 3:** Complete Alberta Health's Relaunch Plan Templates (found in the general relaunch guidance), to ensure that all guidelines are followed and that appropriate policies and procedures are in place to prevent and respond to any COVID-19-related risks, and create a plan for communicating these policies and procedures to guests.

**Step 4:** For events (i.e., special events) that involve the preparation or serving of food to the public, including but not limited to concerts, sporting events, food tastings, festivals, or art performances, organizers and temporary food establishment operators must also comply with Part 4 of the Food Regulation. This includes notifying AHS of the event and submitting completed plans to: [specialevents@albertahealthservices.ca](mailto:specialevents@albertahealthservices.ca) for review.



Although approval by AHS is only required for special events (i.e., where food is served to the public), for more complex or unique events with no food service, it may be prudent to contact AHS to ensure compliance with both the non-COVID and COVID-related requirements, as applicable.

**Step 5:** Once your plan is submitted to AHS, you can expect a public health inspector to follow up within 1-3 business days to review your submission. AHS will work with you to address any gaps in the plan or identify any changes that have to be made. The full process to get approvals will depend on how many requests AHS is processing, how complete your plan is on submission, and how quickly you make the required changes to resolve any issues. Plans should be submitted no later than one month before the start of the event to ensure adequate time to obtain AHS approval.

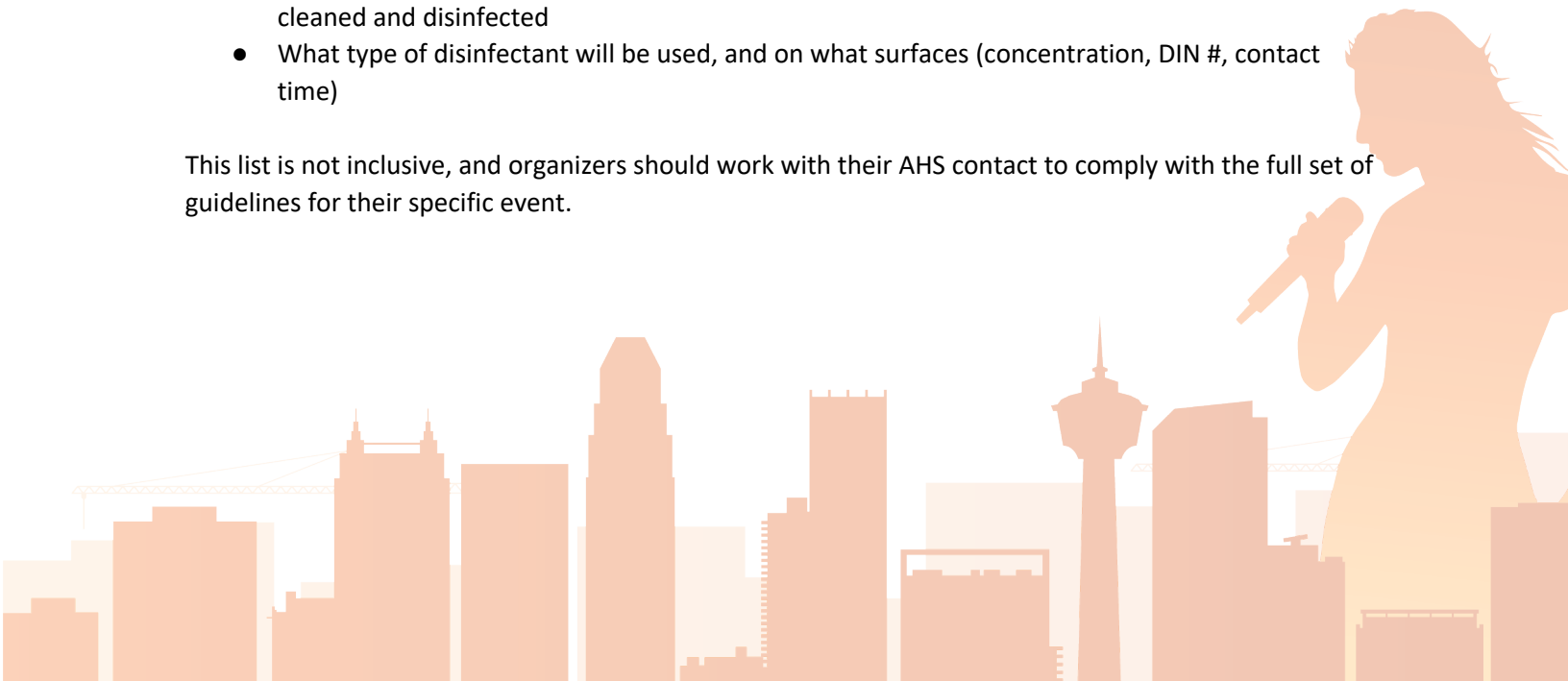
**Step 6:** Once your plan is approved by AHS, implement and enforce the prescribed policies and procedures, ensuring clear understanding and compliance from all staff and guests. This also includes complying with an investigation by AHS in the event of a confirmed COVID-19 case.

### ***What will AHS be looking for in your plan***

There are common considerations that AHS will expect to be included with every plan:

- Location, date, and time of the event
- Schematic/map of the event space
- Whether the event will be indoors or outdoors
- How long the event will last
- Number of volunteers/workers, number of attendees, and number of participants expected
- What the event will entail (e.g., sign in table, performances, food vendors, etc.)
- Crowd control measures (e.g., how will you ensure distancing between those watching and those participating, how will you control the number of people attending)
- If social distancing is not possible at all times, how will you mitigate risks of transmission (e.g., masking)
- How will hygiene be enforced (e.g., hand sanitizer numbers and locations)
- If any equipment will be used, how will you prevent the spread of illness through contact with the equipment (e.g., disinfection, hand hygiene, etc.)
- Will there be washrooms available for public use? If so, how many, and how often will they be cleaned and disinfected
- What type of disinfectant will be used, and on what surfaces (concentration, DIN #, contact time)

This list is not inclusive, and organizers should work with their AHS contact to comply with the full set of guidelines for their specific event.



**Note:**

Please be advised that Alberta Health guidelines are continuously changing without notice as more information about COVID-19 becomes available and as the number of cases changes. Participants should check in regularly with organizers and Alberta Health to ensure all policies and processes adhere to the most up-to-date requirements.

***Additional Information and Resources***

If you are unsure if your initiative constitutes a special event, or if you have general questions about COVID-19 guidelines, planning and relaunch, contact your district health inspector or submit a request at: <https://ephisahs.albertahealthservices.ca/create-case/>. Responses usually take 1-2 business days.

General information and resources to support businesses through COVID-19 and relaunch:  
<https://www.alberta.ca/biz-connect.aspx>

[Daily COVID-19 Screening Questions for Attendees](#)

[Information on OHS Obligations and Consent Forms for COVID-19 Relaunch](#)

[COVID-19 Incident Reporting](#)

[Reporting Violations of COVID-19 Public Health Orders](#)

Any other questions or requests for additional support in developing plans can be directed to Bird Creatives at: [Michelyn@birdcreatives.com](mailto:Michelyn@birdcreatives.com)

