



JAZZ OTTAWA **FESTIVAL**

OJF EVENT SAFETY PLAN

AUGUST 18-22, 2021

OTTAWA JAZZ FESTIVAL INC.

602-294 Albert St., Ottawa, ON K1P 6E6

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Disclaimer

You **must review and comply** with all local, provincial, and federal legislation and recommendations with respect to COVID-19. This document provides guidance based on advice from public health authorities and medical experts. However, it is based on current knowledge of COVID-19 which is rapidly evolving, and is not intended to provide exhaustive answers to all questions or to confirm all published official recommendations. The measures presented encourage reflection. In addition, this guide will be updated regularly as new findings and recommendations become available.

This safety plans will be posted in conspicuous places where it can be viewed by the general public. Staff and volunteers will receive a copy ahead of time for training purposes.

Key Contacts of the venues (as noted below) are responsible for ensuring the Safety Plan protocols are followed.

Company Details

Business name: **Ottawa Jazz Festival Inc.**

Date completed: **July 17, 2021**

Revision date: **August 11, 2021**

Developed by: **Catherine O'Grady, Adi Cajo, Suzan Zilahi, Joni Hamlin, Justin Keen**

Purpose

The purpose of this document is to ensure our venue complies with Ontario's Roadmap to Reopening guidelines, City of Ottawa regulations and Ottawa Public Health guidelines. Quebec Health guidelines will be followed at the Moore Farm venue in Gatineau.

The foundation of this document will be determined in keeping with the guidelines, best practices and/or regulations from official authorities including, but not limited to: The Canadian Government Public Health Agency, Province of Ontario, Public Health Ontario, the City of Ottawa, Ottawa Public Health, the Quebec Ministère de la Santé et des Services sociaux or other levels of public health authorities.

Mandatory COVID Protocols

- All persons who may have been exposed to Covid-19 will be notified immediately and advised to get tested ASAP.
- Contact info for all patrons and workers will be gathered and kept in a database for one month.
- Ottawa Public Health will be notified immediately.
- Venue will continue operating
- Mandatory Covid Protocols will be posted.

Public Health contact information

- Venue contact will notify OPH by using the [COVID-19 Workplace Reporting Tool](#) (link is to an online fillable form)
- Workers and community residents can contact Ottawa Public Health COVID-19 line at 613-580-6744

Isolation procedures

- If employees, workers or patrons develop symptoms while on site, they should notify their supervisor and return home. If symptoms are life-threatening, call 9-1-1. They will be asked to leave immediately. Back-up staff and volunteers will be on call should there be a staff shortage.
- If a patron develops symptoms of COVID 19 during the event they will be asked to leave immediately.
- If a staff member, volunteer or patron tests positive for COVID-19 after the event we will notify Ottawa Public Health as per their guidelines and provide them with all contact tracing information.
- Anyone who tests positive is required to isolate at home.
- The venue will follow the Ottawa Public Health recommendations

Note: We will only disclose the records to a medical officer of health or an inspector under the Health Protection and Promotion Act on request for a purpose specified in section 2 of that Act or as otherwise required by law.

Mandatory Signage

All venues (with the exception of Sparks Street) used for the Ottawa Jazz Festival will ensure mandatory signage is posted:

- a copy of the Safety Plan for the venue
- capacity limit
- sign to be placed where line ups might form indicating social distancing. Such as
 - o <https://twitter.com/onthehealth/status/1245033122175090690>
 - o <https://twitter.com/ontsante/status/1245033390094548992?lang=ga>
- COVID-19 Health Assessment
 - o https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19_Employee_Screening_Questionnaire_EN.pdf
 - o https://www.santepubliqueottawa.ca/fr/public-health-topics/resources/Documents/COVID-19_Employee_Screening_Questionnaire_FR.pdf
- Mask Required
 - o https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/Covid-19-Mandatory-Masks_EN.pdf
 - o <https://twitter.com/ottawasante/status/1280225034481668097?lang=ms>
- signs will be placed on proper hand hygiene, particularly handwashing using both soap and sanitizer
 - o https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/handsanitizing_en.pdf
 - o https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/handwashing_poster.pdf

Mandatory Training

All venues used for the Ottawa Jazz Festival will share the following information with their employees and volunteers for training purposes:

- The venue's Safety Plan (mandatory reading prior to event)
- Personal Protective Equipment (review videos in advance, information signage also posted onsite)
 - Taking off <https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off>
 - Putting on <https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>
- Screening, Contact Tracing and Record Keeping (info in Safety Plan)
 - <https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-information-for-workplaces.aspx#There-are-COVID-19-cases-in-my-workplace-what-should-I-do>
 - https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/Workplace-COVID-19-Measures-Checklist_EN.pdf
- Information for customers - how to safely use a non-medical mask or face covering (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html>)
- Detail cleaning and disinfecting procedures and products used. (Province of Ontario information links to be reviewed ahead of time, information signage posted onsite)
 - <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf>
 - <https://eohu.ca/en/covid/hand-hygiene-and-infection-prevention-resources>
- Proper hand hygiene, particularly handwashing using both soap and sanitizer
 - <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/hand-hygiene>
 - <https://eohu.ca/en/covid/hand-hygiene-and-infection-prevention-resources>
- Steps to take to notify organizer for those experiencing symptoms related to COVID-19
 - <https://www.canada.ca/en/government/publicservice/covid-19/employee-illness-leave.html>
- All training will be self directed and staff/volunteers are encouraged to ask questions if clarification is needed. Posted signage at the venue will also serve as reminders.

Venue – Confederation Park, Ottawa

Details

Address: Laurier Ave W &, Elgin St, Ottawa, ON K1P 5J2

Booking Date(s): August 19-22, 2021

Plan Developed by: Ottawa Jazz Festival

Ottawa Public Health requires the name and contact information of the person in charge of COVID-19 related requirements who is accountable for the implementation of occupational health and safety and infection prevention and control measures.

Name of Venue: **Confederation Park, Ottawa**

Key Contact: **Catherine O’Grady**

Position: **Executive Producer, Ottawa Jazz Festival**

Dates: **August 19-22, 2021**

Contact Number: **613-852-0268**

Capacity Limit

A sign will be placed at the gated entrance to the site that states the capacity limits under which the establishment is permitted to operate.

Total Posted Capacity: 250

Total Allowable Capacity of Beer Garden: 50

- capacity is limited by liquor license
- capacity will be limited to permit physical distancing of 2 metres; maximum capacity will be posted at entrance to Beer Garden
- tables will be configured so patrons at different tables are 2 metres apart
- 4 people will be allowed per table
- At least two full sides of the tent will be open

Physical Distancing, Seating Arrangements and Etiquette

To ensure the event complies with physical distancing requirements, we will do the following:

- ensure that physical distancing is adhered to whenever possible by staff, artists volunteers and patrons at all times including setup, tear down, etc. Staff and volunteers will be on hand to monitor.
- adhere to provincial and municipal gathering limits in place on the date of the event and post capacity limits
- where distancing cannot be maintained by OJF staff/volunteers/artists, proper PPE will be required

Patrons in Beer Garden

- must be seated at all times (exceptions, entering & exiting the Beer Garden)
- must remain seated when clapping
- the following conditions in the Regulations will met:
 - o “no more than 6 patrons per table. More than 6 patrons can be seated at a table if any of the following applies:
 - all patrons are members of the same household
 - one patron is a member of another household who lives alone
 - a patron is a caregiver for any member of either household”

Line-ups and Crowd Control

To ensure crowd control and protocols, we will do the following:

- ensure that physical distancing is adhered to whenever possible by volunteers, staff, artists and patrons at all times including setup, tear down, etc.
- establish designated entry and exit points where possible and plan for crowd control
- establish crowd control measures around the Box Office tent
- volunteers and paid security staff will patrol the area and ensure physical distancing is maintained and crowds do not form
- ensure the requirements for physical distancing and masks/face coverings in lines are complied with at the event; and

- mitigate the risk of the interactive activity (Vintage Pop Up) by plotting a direct route to follow through the vendors, this will discourage movement against the flow of people moving about the venue
- Special attention will be paid to:
 - line up protocols (ex. lining up to enter, physical distancing and masking requirements in line ups in and outside the event
 - at minimum one staff person will be designated to monitor and manage the applicable capacity limit and verify compliance with the physical distancing and mask-wearing requirements of individuals in line-ups
 - patrons will be asked to avoid any physical contact and encourage to greet each other with a bow or wave
 - exiting at end of performance (Exit times will be staggered. Patrons will remain inside the gates until volunteers direct them to exit.
 - limit the amount of time employees spend within two metres/six feet of patrons

Screening, Contact Tracing and Record Keeping

Staff, Artists and Volunteers

- Staff, artists and volunteers will be required to fill out an online assessment form every day prior to coming on-site, using the Province's online COVID-19 Worker and Employee screening tools (<https://covid-19.ontario.ca/screening/worker/>)
- Staff, artists and volunteers are asked to arrive at least 15 minutes before their shift. A sign in form will require confirmation this assessment has been completed each day. An answer of "Yes" to any question will prohibit entry to the venue. Staff, artists and volunteers will provide their contact information to the Operations Manager, who will ensure it is added to the Ottawa Jazz Festival contact tracing form should it be needed by Ottawa Public Health.
- Staff, artists and volunteers are instructed to not enter the venue if they are ill, identified as a high-risk contact or instructed to get tested or self isolate after completing the online form
- If a staff member, artist or volunteer or develops symptoms of COVID 19 during the event they will be asked to leave immediately. If they cannot get home on their own quickly, they can wait in the Box Office tent until a ride arrives. Back-up staff and volunteers will be on call should there be a staff shortage.
- All staff, artist and volunteers have provided their contact details to the Operations Manager and a complete list will be onsite. This list will be kept for 1 month.
- If a staff member, artist or volunteer tests positive for COVID-19 after the event we will notify Ottawa Public Health as per their guidelines and provide them with all contact tracing information.

Patrons

- All policies will be communicated to patrons ahead of time, via email.
- Patrons are instructed to not enter the venue if they are ill or identified as a high-risk contact.

- OJF will use the Ottawa Public Health screening questions (the poster will be printed from “Do you have any of the following new or worsening symptoms” and down. The reference to “work” at the top will be removed so this is suitable for patrons and not specific to staff, volunteers, etc.
 - o https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19_Employee_Screening_Questionnaire_EN.pdf
 - o https://www.santepubliqueottawa.ca/fr/public-health-topics/resources/Documents/COVID-19_Employee_Screening_Questionnaire_FR.pdf
- Patrons will be required to read the sign and will be admitted into the venue upon answer no to all questions. An answer of yes to any question and they will be instructed to leave immediately.
- Patrons are instructed to arrive 30 minutes prior to the show to ensure adequate time for staff and volunteers to screen all patrons and scan tickets.
- Paid security will be onsite should any arguments arise from a patron being turned away.
- All patrons must request access to each event via an online sign-up form, providing their contact details. Their attendance at the event will be noted on a sheet kept onsite when they are granted entry with their ticket. The Operations Manager, will ensure all contact information is added to the Ottawa Jazz Festival contact tracing form should it be needed by Ottawa Public Health. This information will be kept for 3 months.
- Will follow Jazz Mandatory COVID Protocols. Mandatory Covid Protocols will be posted. Mandatory Covid Protocols will be posted.

Personal Protective Equipment (PPE)

Staff and Volunteers

Outside Beer Garden

- o Medical masks must be worn

Inside Beer Garden

- o Medical masks must be worn
- o Visors must be worn

Artists

Outside Beer Garden

- o Artists will be instructed to wear masks, adequate supply will be onsite should they need one

Inside Beer Garden

- o Artists do not need to wear masks while performing, adequate supply will be onsite should they need one
- o Performers will maintain a physical distance of at least two metres from any patrons

Patrons

Outside Beer Garden

- Patrons will be instructed to wear masks, adequate supply will be onsite should they need one

Inside Beer Garden

- Patrons will be instructed to wear masks, adequate supply will be onsite should they need one
- Patrons may remove masks to eat or drink

To ensure proper PPE requirements are followed we will:

- train staff on face covering/PPE policies
- inform patrons of PPE policies in advance of event via email

NOTE: SEE APPENDIX A - Particular Situation and Exemption Policy

Cleanliness and Hygiene

To ensure the event is in compliance with Public Health hygiene and cleaning requirements, we will do the following:

- All patrons will be asked to use hand sanitizer upon arrival and before entry into the venue. It will be provided for them at the entrances of the main venue and the Beer Garden and available inside the venue.
- Staff, artists and volunteers have been instructed to wash frequently
- Ensure that high-touch surfaces are cleaned and disinfected twice daily or when visibly dirty
- Portable toilets will be monitored and staff will re-stock supplies and clean twice daily and when visibly dirty.
- Tables in Beer Garden will be cleaned after each use
- Workers have been trained on good cough and sneeze etiquette and to avoid touching their face

Further Details on Compliance and Coordination

To ensure the event complies with the Roadmap to Reopening Guidelines, we will take the following additional measures will be taken at the site to ensure a safe environment:

- On-site evaluation completed in advance and changes made to ensure all recommended health and safety guidelines are followed (directional signage, physical distancing signage, safety barriers, identifying problem areas, sanitization stations, PPE)
- Access prior to and between shows is limited to essential personnel only (as determined by the Operations Manager)
- Evaluation of flow of traffic, paying attention to distancing
- Reconfigured all areas to maintain 2 m distancing and installed barriers where necessary
- If staff, volunteers, technical crew or artists are unable to keep a minimum distance of 2 m, or appropriate safety barriers are not in place, appropriate PPE must be worn and sufficient stock will be onsite
- Appropriate clear signage and indicators will be planned and posted
- There may be limited access to certain areas (i.e. limited number in Beer Garden). Signage will be posted to indicate maximum number of people allowed at a given time.
- Test-runs have been performed to assess logistics and safety measures prior to opening
- High contact areas will be sanitized prior to and between all performances
- Ottawa Jazz's downloadable App will be available to avoid unnecessary physical contact.

Venue – Gigspace, Ottawa

Details

Address 953 Gladstone Ave, Ottawa, ON K1Y 3E5

Booking Date(s) August 19-20, 2021

Plan Developed by Marilee Alcorn

Ottawa Public Health requires the Name and contact information of the person in charge of COVID-19 related requirements who is accountable for the implementation of occupational health and safety and infection prevention and control measures.

Name of Venue: **Gigspace**

Key Contact: **Marilee Alcorn**

Position: **Manager**

Dates: **August 19-20, 2021**

Contact Number: **613-406-0693**

Capacity Limit

A sign will be placed at the entrance that states the capacity limits under which the establishment is permitted to operate.

Total Posted Capacity: 60

Physical Distancing and Seating Arrangements

To ensure the event complies with physical distancing requirements, we will do the following:

- Workers, audience members and musicians, with the exception of vocalists and horn players who will be masked when not performing, will always wear masks.
- Audience members will remain seated at all times, except for single occupant washroom usage.
- Audience members will be seated 2 metres apart and 2 meters from the stage.
- Musicians will be spaced 2 meters apart on stage.

- Safety barriers will be placed between vocalists and the audience, and between themselves and the musicians.
- Audience members will not mingle with the musicians.
- Audience members will be instructed with arrival time prior to the performance.
- Audience queuing outside of the venue will be 2 meters apart.
- Masks will be required at all times except for vocal or instrumental performers during the performance.
- Safety barriers will be in place between unmasked performers and the audience and masked performers.
- Patrons and workers will be instructed to maintain a 2-metre distance wherever possible.
- Concert seating is 2 meters apart and 2 meters from the stage. Safety barriers will be in place for any unmasked performers.
- Maximum seating for audience members placed 2 metres apart is ten people.
- Maximum performers on stage placed 2 metres apart is four people.
- Single use washrooms, no queuing.
- Patrons remain seated, no mingling with performers or other guests.
- Beverages will be served in disposable cups and delivered to seated patrons.

Line-ups and Crowd Control

To ensure crowd control and protocols, we will do the following:

- There will be no gathering of patrons in the lobby.
- Patrons will be admitted to the venue one at a time.
- 2 metre distance will be observed between workers, audience members and performers at all times.
- Audience members will be escorted to their seats.

Screening, Contact Tracing and Record Keeping

- Procedures are in place for reporting processes.

- Patrons will reserve their seat by emailing Tim Bedner to confirm their attendance to the event.
- All workers will be screened for Covid symptoms before entering the venue and asked questions based on the provincial list of COVID-19 symptoms
- GigSpace Management will ask workers basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.
- A screening checklist will be in place.
- All workers will be pre-screened in advance of the concert and again before entering the concert venue.
- Patrons will be pre-screened in advance of the concert and again before entering the concert venue.
- Audience members must provide contact information prior to the concert.
- Audience members will be read a covid safety screening checklist.
- Covid Pre-Screening checklists will be emailed in advance of performances and reviewed with patrons, performers and workers again before entering the venue.

Will follow Jazz Mandatory COVID Protocols. Mandatory Covid Protocols will be posted.

Personal Protective Equipment (PPE)

To ensure staff and patron safety, we will do the following:

- All workers will be fully vaccinated and wearing masks.
- All patrons must be masked and must sanitize hands upon entering the building.
- Supply appropriate PPE to staff members and patrons

Cleanliness and Hygiene

- Procedures in place for hand washing and infection control precautions.
- Workers are encouraged to practice safe hygiene practices.
- All workers must wash and sanitize hands on a regular basis.
- Sanitizer provided throughout the venue.
- Disinfection of all high touch areas and washrooms before, during, and after each concert will be observed.

- Air conditioning in the concert venue will supply ventilation.
- Air purifiers will be operating in the lobby, concert venue and green room.
- A 45 -minute break between concerts will allow workers to ensure the concert venue has time to ventilate with outside air.
- High touch surfaces in the venue will be disinfected between performances.
- Washroom fans provide ventilation from outside to increase airflow.
- Beverages will be served to seated audience members and poured into disposable plastic cups.
- Bar counter will be disinfected frequently, and workers will disinfect and wash hands regularly.
- Hand disinfectant will be available throughout the venue.
- All high touch surfaces and washrooms will be disinfected frequently.

Further Details on Compliance and Coordination

- GigSpace Management will ensure our procedures are up to date by a daily review of Ministry of Health guidance.
- All measures are in compliance with OHS and its regulations.
- GigSpace Management will ensure our procedures are up to date by a daily review of Ministry of Health guidance.
- Concert Venue safety plan will be updated with any new recommended safety regulations prior to each performance.
- Performers and workers will be notified of any updates.
- Communication provided via email or phone.
- GigSpace Management will evaluate and adapt plans with input from the GigSpace Board of Directors and in accordance with the Ottawa Public Health latest guidelines.

Venue – Irene’s Pub, Ottawa

Details

Address 885 Bank St, Ottawa, ON K1S 3W4

Booking Date(s) August 19-22, 2021

Plan Developed by Mike Estabrooks

Ottawa Public Health requires the Name and contact information of the person in charge of COVID-19 related requirements who is accountable for the implementation of occupational health and safety and infection prevention and control measures.

Name of Venue: **Irene’s Pub**

Key Contact: **Aislinn Calvert**

Position: **Manager**

Dates: **August 19-22, 2021**

Contact Number: **613-230-4474**

Capacity Limit

A sign will be placed at the entrance that states the capacity limits under which the establishment is permitted to operate.

Total Posted Capacity: 50

Physical Distancing and Seating Arrangements

To ensure the event complies with physical distancing requirements, we will do the following:

- Impermeable barriers between tables where a distance of 6 feet is not possible
- No two tables shall be closer than 6 feet without a plexiglass or other impermeable barrier separating them
- Plexiglass barrier shall separate musicians and patrons
- Staff member designated as ‘HOST’ whose sole purpose is seating tables and control of safety and distancing precautions

Line-ups and Crowd Control

To ensure crowd control and protocols, we will do the following:

- Staffing host to control seating and social distancing at the front entrance of the restaurant
- Not allowing patrons to stand, gather in groups, sing or dance during their experience at the restaurant
- No two tables shall congregate in a crowd in any part of the restaurant if seated separately

Screening, Contact Tracing and Record Keeping

- Daily staff affirmation of health and wellbeing prior to shift start
- Screening of patrons using <https://allchecked.in/dGucJYyGq0> in which patrons must confirm travel and wellbeing information

Will follow Jazz Mandatory COVID Protocols. Mandatory Covid Protocols will be posted.

Personal Protective Equipment (PPE)

To ensure staff and patron safety, we will do the following:

- Keep PPE stock readily available for use of staff EI masks, sanitizer & eye protection
- Offer free disposable masks
- All patrons and staff must wear masks at all times while in the restaurant other than for the purpose of eating or drinking

Cleanliness and Hygiene

To ensure the event is in compliance with Public Health hygiene and cleaning requirements, we will do the following:

- Hourly sanitizing of high traffic and shared areas such as door handles and restrooms
- Each table has personal hand sanitizer station

- Hourly cleaning of bathrooms and high traffic surfaces
- Personal sanitizing stations at every table
- Sanitizing of table and chairs after use by customers

Further Details on Compliance and Coordination

- Place cards on tables with our restaurants social distance and mask wearing policies
- No patron shall consume food or beverage other than at their predetermined table while seated
- No dancing, singing or other activity that will promote the spread of airborne droplets

Venue – LIVE on Elgin, Ottawa

Details

Address - 220 Elgin St #2, Ottawa, ON K2P 1L7

Booking Date(s) August 19-22, 2021

Plan Developed by Jon Evenchick

Ottawa Public Health requires the Name and contact information of the person in charge of COVID-19 related requirements who is accountable for the implementation of occupational health and safety and infection prevention and control measures.

Name of Venue: **LIVE on Elgin**

Key Contact: **Jon Evenchick**

Position: **Manager**

Dates: **August 19-22, 2021**

Contact Number: **613-695-5483**

Capacity Limit

A sign will be placed at the entrance that states the capacity limits under which the establishment is permitted to operate.

Total Posted Capacity: 35

Physical Distancing and Seating Arrangements

To ensure the event complies with physical distancing requirements, we will do the following:

- Transparent vinyl sheets hung from the ceiling surrounding the bar and around the sound booth to act as a sneeze/cough guard
- Transparent barrier must be placed between the performers & the audience

- Based on the new floor plan which encourages physical distancing of 2 metres between groups – we will be selling the room out on 7 tables of 4 for a total of 28 tickets. - Purchasing a full table will be encouraged in order to maximize capacity - Patrons who have purchased ticket vouchers during the closure may use their ticket once we open – but will be encouraged to arrange a group to attend with who are inside their household
- Only one staff member will be permitted behind the bar at a given time
- Only one staff member will be permitted within 2 metres of the sound-booth at any time - Protective screens placed
- Two metres of distance between groups of guests, as well as staff, must be maintained at all times
- guests will be at least 2 metres distance from the performers.

Line-ups and Crowd Control

To ensure crowd control and protocols, we will do the following:

- Floor markings to direct traffic so that no group is walking through another group’s physical space
- Unused tabled stacked to block foot traffic from going the wrong way.
- Patrons are told to line up 2 metres behind the guest in front and wait until directed by a staff member to enter the venue
- Upon entry into the venue, patrons will follow arrows on the ground to their seat
- To ensure that guests are able to keep a 2 metre physical distance from other guests, we will not be accepting bar service: orders will be brought to tables by a server wearing PPE (Mask & Gloves)
- Extended time between door open, and show start, to allow for more staggering of entry (always at least 1 hour instead of 30 minutes)
- Each group will be provided with an arrival time-slot
- Door propped open to avoid high contact
- Just one entrance, no exit is allowed until after the show. We will put up a sign that says “entrance only” and “exit only” at the top of the stairs and bottom of the stairs to control the flow of traffic

Screening, Contact Tracing and Record Keeping

- All purchasers will be sent an informative e-mail informing them to not attend if you or anyone from your household is feeling ill; if you have travelled outside of the province within the past 14 days; & if you, or anyone you have been in contact with is awaiting a test result for COVID-19
- Upon entrance, all staff must complete the Ottawa Public Health COVID-19 Questionnaire
- Upon entry all guests will be required to answer a questionnaire outlined on a poster
- LIVE! on Elgin retains the right to refuse entry to any guest who has answered yes to at least one of the questions on this document. High-risk guests who are refused entry will be offered a refund for their ticket.

Will follow Jazz Mandatory COVID Protocols. Mandatory Covid Protocols will be posted.

Personal Protective Equipment (PPE)

To ensure staff and patron safety, we will do the following:

- Multi-layer facemasks are mandatory. If a patron does not arrive with one, one will be provided to them
- Service staff will be required to wear PPE (mask & gloves) at all times, as well as to use hand sanitizer between each interaction with a new group of guests.
- Staff who are going within 2 metres of guests (servers) must wear eye covering
- We will supply appropriate PPE to staff members and patrons.

Cleanliness and Hygiene

To ensure the event is in compliance with Public Health hygiene and cleaning requirements, we will do the following:

- Sanitize all surfaces
- Sanitizer stations, sanitizing upon entry advised
- One staff member per shift will be responsible for frequent sanitizing of surfaces, and ensuring that all staff are following the guidelines

Further Details on Compliance and Coordination

- Flush stagnant water lines prior to re-opening to clear any bacteria build-up
- Flush and clean all beer tap lines prior to re-opening
- Creation of a new Menu with drinks safe for limited contact (no garnish)
- All bar supplies will be exchanged for new fresher product
- Transparent polymer covers for Moneris payment terminal
- Once the tickets for each show have been sold, all purchasers will be sent an informative e-mail. - In this e-mail, the guest will also be given a timeslot to arrive to further ensure social distancing
- Drink orders will be placed by writing the corresponding number from the menu (for example, D1 would be Beaus) on to a provided slip of paper
- Orders will be placed on a “service table” next to the table.
- To limit contact, each table’s bill will be settled as one at the end of the performance
- No cash will be accepted
- Last Call is currently 9pm in the province of Ontario
- A “serving table” will be placed beside each group of guests on which the server will place drinks so that they do not have to physically interact with any guests
- Cheering will be discouraged

Venue – NAC – 4th Stage, Ottawa

Details

Address - 1 Elgin St, Ottawa, ON K1P 5W1

Booking Date(s) – August 18-21, 2021

Plan Developed by Marilena Gaudio

Ottawa Public Health requires the Name and contact information of the person in charge of COVID-19 related requirements who is accountable for the implementation of occupational health and safety and infection prevention and control measures.

Name of Venue: **NAC 4th Stage**

Key Contact: **Marilena Gaudio**

Position: **Programming and Rentals Officer**

Dates: **August 18-21, 2021**

Contact Number: **613-462-4788**

Capacity Limit

A sign will be placed at the entrance that states the capacity limits under which the establishment is permitted to operate.

Total Posted Capacity: 42

Physical Distancing and Seating Arrangements

To ensure the event complies with physical distancing requirements, we will do the following:

- Ensure social distancing of at least two metres will be in effect throughout our public spaces.
- There will be lots of signage to inform patrons of distancing guidelines, as well as visual aids, such as markings on the floor along designated pathways, to safely guide patrons to their seats.

Line-ups and Crowd Control

To ensure crowd control and protocols, we will do the following:

- As patrons will always be required to be two meters apart, they will be informed that they may have to wait a little longer before entering the building.
- There will be varying maximum occupancy limits in all the spaces, as well as other measures to prevent overcrowding.
- Separate entrance and exit
- Staff onsite to ensure crowds do not form

Screening, Contact Tracing and Record Keeping

- Patrons will be asked to provide contact information for tracing purposes in case the public health agency needs to be in touch.
- Patrons will only be allowed entry with a reserved ticket
- On the day of the performance or event, patrons will be greeted by our staff and asked screening questions such as whether they have a fever or been in recent contact with someone with COVID-19.

Will follow Jazz Mandatory COVID Protocols. Mandatory Covid Protocols will be posted.

Personal Protective Equipment (PPE)

To ensure staff and patron safety, we will do the following:

- everyone will be required to wear a face mask at all times.
- Social distancing of at least two metres will be in effect throughout our public spaces.
- Will supply appropriate PPE to staff members and patrons

Cleanliness and Hygiene

To ensure the event is in compliance with Public Health hygiene and cleaning requirements, we will do the following:

- sanitize high traffic and shared areas, such as door handles and restrooms, between performances
- Hourly cleaning of bathrooms and high traffic surfaces
- Sanitizing station at entrance
- Sanitizing of chairs after use by patrons

Further Details on Compliance and Coordination

- Prior to coming, patrons will be asked to pre-register by signing up for a ticket.
- At that time, they will receive instructions about safety protocols, suggested time of arrival and directions to the entrance designated for the event.
- There will be an increased presence of NAC employees and volunteers, including members of our cleaning and security staff, who will be there to ensure everyone's safety.
- The water fountains have been disabled.
- In our public washrooms, every second stall and every second sink will be out of use.
- With respect to food services, intermission bar service is not available at this time.

Venue – Sparks Street, Ottawa

Details

Address Sparks Street, Ottawa

Booking Date(s) August 19-22, 2021

Plan Developed by Kevin McHale

Ottawa Public Health requires the Name and contact information of the person in charge of COVID-19 related requirements who is accountable for the implementation of occupational health and safety and infection prevention and control measures.

Name of Venue: **Sparks Street**

Key Contact: **Kevin McHale**

Position: **Executive Director**

Dates: **August 19-22, 2021**

Contact Number: **613-230-0984**

Compliance

The Sparks Street venue falls under “busking rules”. These rules are dictated by the Sparks Street Mall Authority and don’t fall under Step 3 regulations for live music performances. The only exception is that the City of Ottawa’s Noise By-law must be followed (<https://ottawa.ca/en/3-1-1/report-or-request/noise>).

- a supervisor from the Sparks Street Mall Authority will be on site for each performance
- Ottawa Jazz Festival volunteers will assist in crowd control if needed
- signage will be in place to remind spectators to keep their physical distance
- performers will be separated from spectators by a plexiglass screen

Venue – Moore Farm, Gatineau

Details

Address - 670 boul. Alexandre-Tâché, Gatineau, QC,

Booking Date(s) August 19, 22, 2021

Plan Developed by Roxanne Laporte

Name of Venue: **Moore Farm, Gatineau**

Key Contact: **Roxanne Laporte**

Position: **Manager**

Dates: **August 19-22, 2021**

Contact Number: **819-210-6995**

Capacity Limit

A sign will be placed at all entrances that states the capacity limits under which the establishment is permitted to operate.

Posted Capacity Limit: 130

Physical Distancing and Seating Arrangements

To ensure the event complies with physical distancing requirements, we will do the following:

- Sites are delineated with separate entrances and exits.
- Sites are separated from each other (a minimum distance of 500 m calculated by following the shortest route to them by a public road is recommended).
- Access to sites is by reservation only, with tickets issued.
- Restroom facilities are in sufficient number and distributed throughout the site to limit crowding.

Line-ups and Crowd Control

To ensure crowd control and protocols, we will do the following:

- designated entry and exit points to plan for crowd control
- ensure the requirements for physical distancing and masks/face coverings in lines are complied with
- Supervised by a minimum of 1 supervisor per 125 people
- Additional volunteers on site to maintain traffic flow and control crowding

Screening, Contact Tracing and Record Keeping

- Entrance to event by ticket only and contact tracing information is required
- tickets will be scanned at entrance to confirm those in attendance
- signage with screening questions will be posted at the entrance and patrons must answer no to all questions prior to admittance

Will follow Jazz Mandatory COVID Protocols. Mandatory Covid Protocols will be posted.

Personal Protective Equipment (PPE)

To ensure staff, volunteer and patron safety, we will do the following:

- All staff and volunteers will be wearing masks.
- All patrons must be masked and must sanitize hands upon entering the building.
- We will supply appropriate PPE to staff, volunteers and patrons

Cleanliness and Hygiene

To ensure the event is in compliance with Public Health hygiene and cleaning requirements, we will do the following:

- Hourly cleaning of bathrooms and high traffic surfaces

Further Details on Compliance and Coordination

Quebec Health guidelines from the Quebec Ministère de la Santé et des Services sociaux will be followed at the Moore Farm venue in Gatineau (<https://www.msss.gouv.qc.ca/>).

Along with compliance of outdoor public events and activities with public health directives decreed by the Quebec government (found here – French only – (<https://publications.msss.gouv.qc.ca/msss/document-003068/?&date=DESC&annee=2021&critere=annee>))

Resources

Roadmap to Reopen Ontario

<https://www.ontario.ca/page/reopening-ontario>

Reopening Ontario Act

<https://www.ontario.ca/laws/regulation/200364>

City of Ottawa – Planning an Outdoor Special Event

<https://ottawa.ca/en/living-ottawa/laws-licences-and-permits/planning-outdoor-special-event>

City of Ottawa - Event Central Event Guide

https://documents.ottawa.ca/sites/documents/files/event_guide_en.pdf

City Of Ottawa Temporary Mandatory Mask By-law

<https://ottawa.ca/en/living-ottawa/laws-licences-and-permits/laws/law-z/temporary-mandatory-mask-law-law-no-2020-186>

Ottawa Public Health - COVID-19 Guidance for Indoor & Outdoor Special Events

https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/Special-Events_Operational-Guidance_eng.pdf

Ottawa Public Health - COVID-19 Guidance for the Restaurants and Food Establishments sector

https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/Restaurants-and-food-establishments_Operational-Guidance_EN.pdf

Ottawa Public Health – Businesses and Workplaces

https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-information-for-workplaces.aspx?utm_source=OPH&utm_medium=Friendly_URL&utm_campaign=Coronavirus&utm_content=Friendly_URL

Ontario – Restaurant and food services health and safety during COVID-10

<https://www.ontario.ca/page/restaurant-and-food-services-health-and-safety-during-covid-19>

COVID Work Safety Plan

<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Ontario Newsroom

<https://news.ontario.ca/en>

Quebec Ministère de la Santé et des Services sociaux

<https://www.msss.gouv.qc.ca/>

Quebec Government

<https://publications.msss.gouv.qc.ca/msss/document-003068/?&date=DESC&annee=2021&critere=annee>

Appendices

Appendix A: Particular Situation and Exemption Policy

Patrons requiring special accommodations should contact the Ottawa Jazz Festival office prior to the day of the event (613-241-2633 – contact@ottawajazzfestival.com). While maintaining privacy and avoiding discrimination, special situations will be identified and addressed to support all patrons such as:

- Mask Wearing
 - A. Mask wearing does not apply to:
 - i. a child who is younger than two (2) years of age, or a child who is under five (5) years of age chronologically or developmentally and who refuses to wear a Mask and cannot be persuaded to do so by their caregiver;
 - ii. a person with a medical condition, including breathing or cognitive difficulties, or a disability, that prevents them from safely wearing a Mask,
 - iii. a person who is unable to put on or remove their Mask without the assistance of another person; and,
 - iv. a person who needs to temporarily remove their Mask while in the Enclosed Public Space for the purposes of:
 - receiving services that require the removal of their Mask;
 - consuming food or drink; or
 - an emergency or medical purpose. (By-law No. 2020 - 251)
 - B. No person shall be required to provide proof of any of these exemptions

Appendix B: Etiquette

Coughing and sneezing can force out thousands of tiny droplets of saliva which can spread germs. In fact, 3,000 droplets are expelled in a single cough, and some of the droplets can fly out of your mouth at speeds of up to 50 miles per hour. Sneezes are even worse than coughs for spreading germs because they can produce as many as 40,000 tiny droplets of saliva which can exit your nose and mouth at speeds greater than 200 miles per hour. By covering your coughs and your sneezes, you can help prevent the spread of germs to others. Also, always remember to wash your hands after coughing or sneezing.

To prevent the spread of infection, it is essential that you:

- Do not remove your mask to cough or sneeze. If necessary, discard a dirty mask and replace with a clean one after coughing or sneezing.
- Cover your cough or sneeze to stop the spread of germs.
- If you are not wearing a mask, cover your mouth and nose with a tissue when coughing, sneezing or blowing your nose.
- Dispose the used tissue in the garbage.
- Cough or sneeze into your sleeve (not in your hands), if you do not have a tissue.
- Wash your hands with soap and water, or hand sanitizer (minimum 70% alcohol based).
- Keep your distance (more than 2 meters/6 feet) from people who are coughing or sneezing.

Appendix C: Hand Washing and Sanitizing

Hand hygiene is the most important way to prevent you and others from getting sick due to an infection or virus. Hand hygiene refers to the cleaning of your hands by either washing them or applying alcohol-based hand sanitizer. Consistently practicing good hand hygiene is essential to reduce the spread of infection in your home, in daycares, in schools, at workplaces, and in public places.

Clear signage will indicate hand washing/sanitizing stations. At a minimum they will be found:

- at the venue's main entrance
- beside the usher/ticketing station

It is very important to wash your hands:

- Before and after entering the venue;
- Before and after going to the washroom;
- Before and after touching any common use devices or surfaces;
- Before eating, smoking or taking a drink at any time;
- After blowing your nose, coughing, or sneezing;
- After cleaning, mechanical repairs, handling venue hardware, or physical work of any sort in workshops, backstage, operations, handling mail, parcel deliveries, etc.;
- After handling garbage, recycle or compost; and
- Avoid touching your mouth, nose, eyes or face until having first washed your hands

If you have soap and warm running water available, you can wash your hands to reduce the spread of germs. However, if soap and water are not available, you can use an alcohol-based hand sanitizer that contains at least 70% alcohol.

How to wash your hands with soap and water:

- Wet your hands under warm, running water;
- Apply soap in a generous amount;
- Lather and rub hands for 15 - 20 seconds (hint: if you don't have a timer, sing happy birthday twice!);
- Rub over the back of your hands and between the fingers;

- Rinse your hands;
- Towel dry your hands; and
- Turn the taps off with a towel or your arm/sleeve

How to clean your hands with a hand sanitizer:

- Place a quarter-size drop of alcohol-based hand sanitizer in your palm;
- Rub your hands together, palm to palm;
- Rub the back of each hand with palm and fingers of the other hand;
- Rub around each thumb;
- Rub the fingertips of each hand, back and forth in the other hand; and
- Rub until your hands are dry (15 - 20 seconds)

Appendix D: Wear and care for a mask or face covering

Singing, dancing, shouting, talking, and breathing: all create micro-droplets. Wearing non-medical masks or face coverings may be an added way to protect others around you, particularly where physical distancing may be challenging (e.g., on public transit, crossing others in limited spaces). Wearing a mask can help to prevent the spread of some respiratory illnesses, but it can also become a source of infection if not worn or discarded properly. Below are tips on what masks and face coverings do, when you should consider using one, and how to wear it safely.

The reason to wear a mask or face covering is to prevent the spread of the virus from micro-droplets expelled via speech or breathing of symptomatic and asymptomatic infected individuals. It may also prevent other people's droplets from landing in your mouth or nose. Consider wearing one in areas where community transmission of a virus is occurring and where physical distancing may not be possible, e.g. small hallways or in contact with co-workers.

How to wear a mask or face covering:

- Wash your hands with soap and water or hand sanitizer for at least 15-20 seconds
- Make sure it fits snugly (no gaps between mask and face) to cover the nose and mouth, i.e., from below the eyes to around the chin
- Secure it with ear loops so that it is comfortable, and doesn't hinder breathing and vision
- Avoid touching the front of the mask or face covering while wearing it– if you do, clean your hands immediately
- Wear it as long as it is comfortable, and remove when it becomes soiled, damp, damaged or difficult to breathe through
- During periods of high heat and humidity and working outdoors, wear the face mask only when absolutely necessary, change masks more frequently and take more breaks when necessary
- Do not share your mask with others

How to remove and care for non-medical masks or face coverings that can be cleaned:

- Remove carefully by grasping the ear straps only or the tie strings
- Ensure that the front of the mask folds in on itself and avoid touching the front of the mask
- Place it directly in the paper bag for storing it or bringing it home to be laundered
- Immediately clean your hands with soap and water or hand sanitizer for at least 15-20 seconds
- Machine wash with hot water and with regular detergent, which should kill any viruses

- Change cloth mask as soon as it gets damp or soiled, masks that cannot be cleaned should be disposed in a lined garbage bin with lid

Appendix E: Cough and Sneeze Etiquette

Coughing and sneezing can force out thousands of tiny droplets of saliva which can spread germs. In fact, 3,000 droplets are expelled in a single cough, and some of the droplets can fly out of your mouth at speeds of up to 50 miles per hour. Sneezes are even worse than coughs for spreading germs because they can produce as many as 40,000 tiny droplets of saliva which can exit your nose and mouth at speeds greater than 200 miles per hour. By covering your coughs and your sneezes, you can help prevent the spread of germs to others. Also, always remember to wash your hands after coughing or sneezing.

To prevent the spread of infection, it is essential that you:

- Do not remove your mask to cough or sneeze. If necessary, discard a dirty mask and replace with a clean one after coughing or sneezing.
- Cover your cough or sneeze to stop the spread of germs.
- If you are not wearing a mask, cover your mouth and nose with a tissue when coughing, sneezing or blowing your nose.
- Dispose the used tissue in the garbage.
- Cough or sneeze into your sleeve (not in your hands), if you do not have a tissue.
- Wash your hands with soap and water, or hand sanitizer (minimum 70% alcohol based).
- Keep your distance (more than 2 meters/6 feet) from people who are coughing or sneezing.

Appendix F: Moore Farm – Attestation du promoteur

This “Attestation du promoteur” (translation - Certification by the promoter) has been translated as the official document is provided in French only.

Compliance of outdoor public events and activities with public health directives decreed by the Quebec government (found here – French only – (<https://publications.msss.gouv.qc.ca/msss/document-003068/?&date=DESC&annee=2021&critere=annee>))

Event Title: Le Festival de Jazz d'Ottawa TD

The event will be held from 19 août, 2021 to 22 août, 2021

Municipality(ies) where the event will take place - Gatineau

Summary description of the event:

One-time free live jazz concerts at Moore Farm featuring top local talent. These concerts will take place in the barn with several open houses from August 19-22 from 6:00-8:00 pm. One concert per day.

This event is free and will be small scale.

The total area of the barn is 6,000 sq. ft. with a maximum of 130 people of different addresses inside with 1.5 meters of social distance. The concert can be viewed from the outside as well with distance. However, there will be seats marked on the floor or with chairs. In addition, there will be volunteers to verify that the that the social distance of 1,5 meter is respected inside and outside as well as in the bathrooms. The wearing of mask will be mandatory in the barn. Hand washing stations will be available on site.

Type of activity planned:

Activity with spectators or participants who remain standing or seated, facility without fixed seating

Sites (Name and address)	Capacity		Conditions to be respected
670 boul. Alexandre-Taché	130		Sites separated into sections
			<i>For each section:</i>
			Bounded by physical barriers
		X	Maximum of 500 people

		X	Minimum area of 2 m ² (green, yellow or orange landing) or 6 m ² (red landing) per person admitted
		X	Separated from other sections by a distance of at least 2 m
		X	Supervised by a minimum of 1 supervisor per 125 people

Access management for all sites:

- Sites are delineated with separate entrances and exits.
- Sites are separated from each other (a minimum distance of 500 m calculated by following the shortest route to them by a public road is recommended).
- A maximum of 5,000 people are allowed per site and 500 people per section (participants and spectators - excluding workers and volunteers).
- Access to sites is by reservation only, with tickets issued.
- Restroom facilities are in sufficient number and distributed throughout the site to limit crowding.

I declare that I have read and agree to the following terms and conditions:

The information collected by this form may be shared by the regional health department Public Health to any authority involved in the management of the COVID-19 health crisis such as Public Safety, municipalities, etc.

- If required, the regional public health directorate reserves the right to require sponsors to submit the health protocol for the event to the Regional Health Department for analysis. The promoter must be in a position to be able to file it without delay.
- The regional public health directorate may at any time use its order-making authority and order the cessation of an activity or the taking of specific safety measures if it determines that there is a real threat to the health of the public.⁵
- The regional public health directorate remains available to assist developers in the development of health protocols for holding public activities and events outdoor safe events and activities.

I, the undersigned, representing the sponsor, hereby:

First and Last Name: Roxanne Laporte

Position: Manager

Telephone number: 819-210-6995

Organization: Restaurant La Commune Inc

Address of the organization: 670 boul. Alexandre-Tâché, Gatineau, QC,

Email address of sponsor representative: roxannel@ystreetcapital.com

Certifies that the information declared on this form is accurate and certifies my commitment to to put in place all necessary conditions to ensure compliance with public health guidelines for outdoor public public activities and events prescribed by the Government of Quebec, including the health including basic health guidelines and the requirements of the Commission des normes, the Commission des normes, de l'équité, de la santé et de la sécurité du travail, for the entire duration of the event and on the sites concerned.

Dated July 12, 2021