User Guide: Safety Guideline for Facility User Groups

This guide describes the process that each user group is required to follow in order to implement the Township of Langley Safety Guideline for Facility User Groups.

The entire document set for the Safety Guideline is comprised of the following documents:

- Safety Guideline for Facility User Groups
- Appendix A – Safety Guideline Administration
- Appendix F (samples for various types of user groups)
- Sample letter from the board or designated representative
- TOL Attendance Register
- User group checklist (insurance, etc.)

Initial implementation

The user group will complete the following steps to implement the safety guideline.

Step One: Download the documents

- Download Township of Langley Safety Guideline for Facility User Groups document (www.tol.ca/covid19/safetyguideline)
- Download the "Appendix A" document
- Download the appropriate "Appendix F" template that corresponds to the activity of your user group.

Step 2: Make requirement amendments

- Complete "Appendix A".
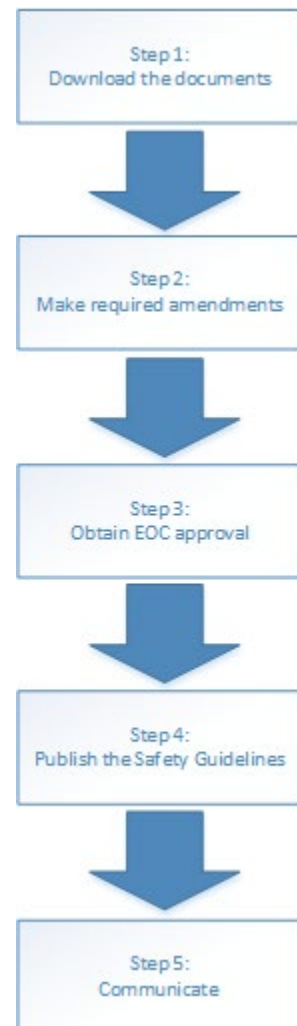- If required, make amendments to the "Appendix F" template

Step 3: Obtain EOC approval

- Email the following documents to the Emergency Operations Centre (EOC) for approval (covid19info@tol.ca):
    - completed "Appendix A"
    - amended "Appendix F" (if required)
    - A letter from the board/designated representative that they approve and will comply with the Safety Guideline for Facility User Groups and designate the contacts as described in "Appendix A". For convenience, a sample letter is available at www.tol.ca/covid19/safetyguideline

Step 4: Publish the Safety Guidelines

On approval by the EOC the User Group completes the following steps:

- Post the Following documents to a publically accessible section of your website:
    - Safety Guideline for Facility User Groups
    - EOC-approved "Appendix A"

Step 1:
Download the documents

Step 2:
Make required amendments

Step 3:
Obtain EOC approval

Step 4:
Publish the Safety Guidelines

Step 5:
Communicate

         o   EOC-approved "Appendix F"

         o   The letter from your board approving the Safety Guideline for Facility User Groups.

Step 5: Communicate with your members

- Communicate the Safety Guideline for Facility User Groups with your members
- Send the EOC the URL where the Safety Guideline for Facility User Groups has been posted and a copy of the communication that was sent to your members.

Changes to Guideline

As guidance changes, the EOC will update the Safety Guideline for Facility User Groups if required and post an updated version on the website. The EOC will advise all user groups that changes have been made.

Each user group must the complete the following steps:

Step One: Download the updated documents

- Download the updated documents as instructed by the EOC

Step 2: Make requirement amendments

- If required, make appropriate amendments to "Appendix F" to ensure compliance with the revised guideline provided by the EOC.

Step 3: Email documents to the EOC for approval

- Email the amended documents to the Emergency Operations Centre (EOC) for approval (covid19info@tol.ca).
- If the only amendments are in the "Safety Guideline for Facility User Groups" that has been updated by the EOC, skip to step 4.

Step 4: Post the updated Safety Guideline

- Post the updated documents to the publically accessible section of your website where all of the other Safety Guideline information is located.

Step 5: Communicate with your members

- Communicate the updates that have been made to the Safety Guideline for Facility User Groups with your members.
- Send the EOC a copy of the communications that was sent to your members.