

Appendix A – Safety Guideline Administration

The individuals identified below are authorized representatives of the user group.

Primary Contact Information	
<p>The primary contact for the user group is responsible for:</p> <ul style="list-style-type: none"> Actively monitoring all public health authority and guidelines Communicating the current facility rules with their members Ensuring their organization is following Township of Langley facility rules Taking appropriate steps to address instances of non-compliance with facility rules and/or this safety plan by their members. Ensuring all provisions of this safety plan are being followed. 	
Organization Name:	Primary Contact Name:
Title within Organization:	Phone Number:
Email:	Date:

Safety Officer (optional)	
<p>The Township recommends designating in individual solely responsible for compliance with all COVID-related guidance and facility rules. The safety officer is responsible for:</p> <ul style="list-style-type: none"> Actively monitoring all public health authority and guidelines; Communicating the current facility rules with their members; Ensuring their organization is following all Township of Langley facility rules; Taking appropriate steps to address instances of non-compliance with facility rules and/or this safety plan by their members. Ensuring all provisions of this safety plan are being followed. 	
Organization Name:	Safety Officer Contact Name:
Title within Organization:	Phone Number:
Email:	Date:

Communications

To ensure members of the organization are aware of the safety Guideline for Facility User Groups, the organization must:

- Post the Following documents to a publically accessible section of your website:
 - Core Safety Plan
 - EOC-approved “Appendix A”
 - EOC-approved “Appendix F”
 - The letter from your board approving the Safety Guideline for Facility User Groups.
- Communicate with your members
 - Communicate the Safety Guideline for Facility User Groups with your members
 - Pass along communications from the EOC as guidance changes or issues arise.