

COVID-19 EVENTS GUIDELINE

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Environmental Health & Safety

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UNIVERSITY OF
TORONTO

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1 | INTRODUCTION

As government regulation and public health advice continue to evolve, the University is looking ahead to resuming operations of events planning and provision of event venues that were closed due to COVID-19.

In so doing, the health and safety of the University community must be a priority and appropriate measures put in place. Such measures will take into account factors including legal obligations, public health advice and operational considerations. The University will need to put in place measures to protect the health and safety of its faculty, staff, students, contractors and other members of the U of T community, and to provide reassurance to community members who may have concerns about COVID-19 transmission. This guideline outlines strategies for making events ready for re-opening or increased occupancy, and for addressing the needs of employees and others who will be returning to the workplace.

This guideline is also a consolidation of various tools/resources from the University and other public health authorities that will be useful during resuming of events on University premises (See Appendix A for a list of applicable resources). For assessment and acknowledgment of student society spaces, please complete the Student Society Assessment Acknowledgment Tool (SAT). For general workplace guidance, please refer to the Employee [General Workplace Guideline](#) (the “General Guideline”) in the [COVID-19 Leadership Toolkit](#). For guidance on University COVID-19 documents to complete in various circumstances, please refer to [Returning to Campus](#). This guideline and the corresponding appendices are used in conjunction with the applicable [safety plans](#) developed by the University.

The strategies and best practices set out in this guideline are only to be applied once approval has been given through University processes in place from time to time for an area of University operations to re-opening. Such approval is necessary to ensure continued institutional compliance with legal obligations and public health advice.

Please submit the Event Assessment Tool (EAT), External Event Organizer Acknowledgment Form or the Student Society Event Acknowledgment Tool (SEAT) to the University of Toronto (UofT) contact person. It is the responsibility of each unit to ensure that EHS has reviewed and provided feedback, and that all EHS recommendations are incorporated and implemented in their event re-entry plan. Deans, Division Heads, or designates will be responsible for final review and approval of all documents and Re-Entry Plans for their units. Please submit the document(s) to Environmental Health and Safety (EHS) **at least 7 business days** in advance of planned re-opening to ensure adequate time for feedback, clarifications and implementing recommendations.

For instructional guidance for GAT/SAT or EAT/SEAT forms and maximum attendees and gathering limits, please refer to this [Instructions and Limits](#) document.

The University will provide this guideline to all organizers of events to inform event organizers of the University's expectations. This guideline works in conjunction with the University's [Guide to a Safe Return to Work](#), available to event organizers.

Parties involved in an event should note that if a University community member has any health and safety concerns about work conducted by event organizers, they must immediately report such concerns to the University Event Contact Person (UECP) and/or to Campus Police as applicable and appropriate. The UECP may consult their local Environmental Health and Safety (EHS) office or reach out to EHS at ehs.office@utoronto.ca for advice on resolving event-related health and safety issues.

SCOPE

This guideline applies to events organized by both external event organizers and internal event organizers of events that use [or "being held on"] premises owned, occupied, or operated by the University. This guideline is applicable to spaces being set-up for events/gatherings (e.g. holding a gathering in an atrium space, weddings and filming on campus spaces). Please follow the current legislated gathering limit and any applicable University limit for events.

External event organizers are persons in charge of the event and planning and include external companies using University premises for their events and filming companies.

Internal event organizers are persons in charge of the event and planning and include University departments, and recognized student groups and student activities.

Student Society organizers are as per the policy for *Compulsory Non-Academic Incidental Fees*.

For purposes of this Guideline, University premises are premises owned, occupied or operated by the University including all campuses and off-campus locations, for example buildings, open spaces, access routes, and loading docks. Where only portions of an event are held on University premises, this guideline applies to each portion of such an event.

2 | RESPONSIBILITIES

All event organizers are responsible for putting measures in place to protect the health and safety of any and all individuals operating the event under their control (e.g., event staff, volunteers, contractors, suppliers, agents, etc., collectively “event organizer’s personnel”) and participants, as further detailed in this guideline and the University [General Workplace Guideline](#). All parties in an event must abide at all times by the legislated gathering limits and all denoted protective measures. The University reserves the right to stop or cancel the event due to non-compliance.

All measures put in place by event organizers to prevent the spread of COVID-19 must be in compliance with requirements under the Occupational Health and Safety Act and its Regulations, the Emergency Management and Civil Protection Act and its Regulations, and public health directives issued by the Chief Medical Officer of Health. All measures also need to consider the broader context, including physical locations, in which the event activities operate.

Event organizers using University premises must coordinate all activities that will occur on University premises with the UECP.

Should there be a possibility that a protest may occur at the event, the event organizer should immediately contact the UECP.

The responsibilities of event organizers, the University Event Contact Person, and the University’s Environmental Health & Safety Office are set out below:

Internal event organizers:

- **Must complete the COVID-19 University Event Organizer Acknowledgment Form (EAT) (Appendix B) to the UECP prior to the event.**
- Are responsible for putting in place measures to protect the health and safety of any and all event organizer’s personnel, as well as event participants.
- Must be familiar with and run the event in compliance with, and ensure event organizer’s personnel comply with, all applicable laws, bylaws, regulations, and codes applicable to the event, and in particular the health and safety of the event, including but not limited to the following:
 - the Ontario Occupational Health and Safety Act and its Regulations
 - the Emergency Management and Civil Protection Act and its Regulations
 - the Workplace Safety & Insurance Act

- the Environmental Protection Act
- the Ontario Fire Code
- Must be familiar with and run the event in compliance with, and ensure event organizer's personnel comply with, all applicable public health recommendations (i.e., recommendations and instructions of public health officials), applicable federal, provincial and municipal guidelines and publications of provincial health and safety associations, including, but not limited to:
 - [The Government of Canada's Risk Informed Decision-making for Mass Gatherings During COVID-19 Pandemic](#)
 - the relevant links provided in the [Ontario Resources to Prevent COVID-19 in the Workplace webpage](#), [City of Toronto COVID-19 Guidance: Indoor and Outdoor Events](#): and the [City of Toronto COVID-19 Community & Workplace Settings webpage](#)
- Must advise the UECF immediately of any health and safety hazards that may impact the University community arising from or that may arise from the event, and work with appropriate University offices to implement control measures.
- Must notify the UECF immediately upon becoming aware that an individual associated with the event who is or has been on UofT premises has been diagnosed with COVID-19. Additionally, in the event of a probable or confirmed case of COVID-19 where the person is a University employee, faculty member or student, must follow the reporting procedure in the [General Workplace Guideline](#) in the [COVID-19 Leadership Toolkit](#) and contact ehs.occhealth@utoronto.ca.
- Must ensure that all vendors contracted by them to provide goods/services to the event who must access the site prior to turnover are fully aware of, and abide by, applicable site health and safety procedures. Must ensure vendors, rentals, service providers and contractors complete the [COVID-19 Contractor/External Acknowledgement Form](#).
- If engaging an external company to provide goods or services at the event, must ensure the company meets contractual and contractor safety requirements to manage risks and have sufficient liability insurance coverage appropriate to the event with forms, terms and with insurers satisfactory to the University.
- Please note that for recognized student groups, only those designated by their organization may book space and are responsible for completing the necessary documentation

External event organizers:

- **Must complete the COVID-19 External Event Organizer Acknowledgment Form (Appendix C) to the UECF prior to the event.**

- Are responsible for putting in place measures to protect the health and safety of any and all event organizer's personnel, as well as event participants.
- Must be familiar with and run the event in compliance with, and ensure event organizer's personnel comply with, all applicable laws, bylaws, regulations, and codes applicable to the event, and in particular the health and safety of the event, including but not limited to the following:
 - the Ontario Occupational Health and Safety Act and its Regulations
 - the Emergency Management and Civil Protection Act and its Regulations
 - the Workplace Safety & Insurance Act
 - the Environmental Protection Act
 - the Ontario Fire Code
- Must be familiar with and run the event in compliance with, and ensure event organizer's personnel comply with, all applicable public health recommendations (i.e., recommendations and instructions of public health officials), applicable federal, provincial and municipal guidelines and publications of provincial health and safety associations, including, but not limited to:
 - [The Government of Canada's Risk Informed Decision-making for Mass Gatherings During COVID-19 Pandemic](#)
 - the relevant links provided in the [Ontario Resources to Prevent COVID-19 in the Workplace webpage](#), [City of Toronto COVID-19 Guidance: Indoor and Outdoor Events](#); and the [City of Toronto COVID-19 Community & Workplace Settings webpage](#)
- Must advise the UECP immediately of any health and safety hazards that may impact the University community arising from or that may arise from the event, and work with appropriate University offices to implement control measures.
- Must notify the UECP immediately upon becoming aware that an individual associated with the event who is or has been on UofT premises has been diagnosed with COVID-19. Additionally, in the event of a probable or confirmed case of COVID-19 where the person is a University employee, faculty member or student, must follow the reporting procedure in the [General Workplace Guideline](#) in the [COVID-19 Leadership Toolkit](#) and contact ehs.occhealth@utoronto.ca.
- Must ensure that all vendors contracted by them to provide goods/services to the event who must access the site prior to turnover are fully aware of, and abide by, applicable site health and safety procedures. Must ensure vendors, rentals, service providers and contractors complete the [COVID-19 Contractor/External Acknowledgement Form](#).

- Must have sufficient liability insurance coverage appropriate to the event with forms, terms and with insurers satisfactory to the University.

Student Society Event Organizers:

- **Must complete the COVID-19 Student Society Event Organizer Acknowledgment Form (SEAT) (Appendix D) to the UECP prior to the event.**
- Are responsible for putting in place measures to protect the health and safety of any and all event organizer's personnel, as well as event participants.
- Must be familiar with and run the event in compliance with, and ensure event organizer's personnel comply with, all applicable laws, bylaws, regulations, and codes applicable to the event, and in particular the health and safety of the event, including but not limited to the following:
 - the Ontario Occupational Health and Safety Act and its Regulations
 - the Emergency Management and Civil Protection Act and its Regulations
 - the Workplace Safety & Insurance Act
 - the Environmental Protection Act
 - the Ontario Fire Code
- Must be familiar with and run the event in compliance with, and ensure event organizer's personnel comply with, all applicable public health recommendations (i.e., recommendations and instructions of public health officials), applicable federal, provincial and municipal guidelines and publications of provincial health and safety associations, including, but not limited to:
 - [The Government of Canada's Risk Informed Decision-making for Mass Gatherings During COVID-19 Pandemic](#)
 - the relevant links provided in the [Ontario Resources to Prevent COVID-19 in the Workplace webpage](#), [City of Toronto COVID-19 Guidance: Indoor and Outdoor Events](#); and the [City of Toronto COVID-19 Community & Workplace Settings webpage](#)
- Must advise the UECP immediately of any health and safety hazards that may impact the University community arising from or that may arise from the event, and work with appropriate University offices to implement control measures.
- Must notify the UECP immediately upon becoming aware that an individual associated with the event who is or has been on UofT premises has been diagnosed with COVID-19. Additionally, in the event of a probable or confirmed case of COVID-19 where the person is a University employee, faculty member or student, must follow the reporting procedure in the [General Workplace](#)

[Guideline](#) in the [COVID-19 Leadership Toolkit](#) and contact ehs.occhealth@utoronto.ca.

- Must ensure that all vendors contracted by them to provide goods/services to the event who must access the site prior to turnover are fully aware of, and abide by, applicable site health and safety procedures. Must ensure vendors, rentals, service providers and contractors complete the [COVID-19 Contractor/External Acknowledgement Form](#).
- Must have sufficient liability insurance coverage appropriate to the event with forms, terms and with insurers satisfactory to the University.
- Only those designated by their organization may book space and are responsible for completing the necessary documentation

University Event Contact Person (UECP)

The UECP, (e.g. University Events, Venue and Room Booking Departments such as ACE, Room Booking Officer, business officer/Unit lead for departmental classrooms as applicable)

- Functions as the primary contact for the event organizer for all health and safety issues or concerns, including ones related to COVID-19, that may arise during any aspect of the event on University premises, including its set up and set down.
- Must advise event organizers of any specific, known hazards at the University that may apply to their events (e.g. asbestos)
- Work with the event organizer to develop health and safety measures and procedures for the event (e.g. common spaces, traffic flow, loading dock, waste, elevator) and share them with internal and external providers.
- Review this guideline with appropriate stakeholders related to facilities management and campus safety.
- Ensure appropriate documentation is provided by event organizers (e.g. applicable approval, Event Assessment Tool (EAT), Acknowledgement, etc.) and ensure organizers are aware of any measures and procedures for health and safety applicable to the areas they will access for their events.
- Confirm space owner had completed a General Assessment Tool (GAT) for the event space(s) and the space(s) is suitable for the event. Confirm space owner had completed a General Assessment Tool (GAT) which would include activities for student societies WITHOUT employer obligations or complete a Student Society Assessment Tool (SAT) (for those student societies with employer obligations) for the event space(s) and the space(s) is suitable for the event.

- Work with University facilities and infrastructure departments and University event contacts to ensure proper physical separation between events, construction/maintenance activities and other aspects of University operations, in order to minimize risk to the University community (e.g. circulation pathways to maintain physical distancing).
- Work with University facilities management departments to implement applicable controls in common/shared areas in buildings (e.g. stairwells, elevators and lobbies)
- With respect to events for which they are the main contact person, must refer to Section 5.0. *Procedures in the Event of a Confirmed Events Organizer/Attendee COVID-19 Case* in this document
- In the event that an event organizer requests University-related COVID-19 information, refer the request to the local EHS office or contact ehs.office@utoronto.ca.
- If engaging with an external company to organize or provide services at the event, must ensure the company meets contractual and contractor safety requirements to manage risks and have sufficient coverage on liability insurance appropriate to the event with forms, terms and with insurers satisfactory to the University.
- Work with University departments to ensure event contracts reflect current legislative and public health requirements for COVID-19 and other health and safety topics.
- Must appropriately monitor the event based on the nature of the event (e.g. being present, being on campus, conducting spot checks, etc.).
- Ensure student organizers are advised of their responsibilities including measures to be enacted for non-compliances (E.g. stoppage/cancellation of event, further action by academic administrator as applicable)

Environmental Health and Safety (EHS):

- Responsible for developing this guideline in consultation with appropriate stakeholders
- Will periodically update this guideline based on the evolving COVID-19 situation, legislation/regulations and public health directives

Occupational Health Nurse

- Manages all cases of individuals who are confirmed to have been diagnosed with COVID-19 and associated risks at the University. For any related queries, please contact ehs.occhealth@utoronto.ca.

3 | PHASED APPROACH TO RESUMING EVENTS

All event organizers are responsible for putting measures in place to protect the health and safety of any and all individuals operating the event under their control (e.g., event staff, volunteers, contractors, suppliers, agents, etc., collectively “event organizer’s personnel”) and participants of the event. Please refer to the [COVID-19 Events Guidelines](#) and complete an Event Assessment Tool (EAT) instead of a GAT.

Student society/club/group should obtain information from the VP-Provost Students (meredith.strong@utoronto.ca) to obtain permission for an event. After obtaining permission, the student society/club/group should work with their UofT space contact to completed an EAT (please refer [Table 1 \(Instructional Guidance on which form to use\)](#) and [Table 2 \(limits\)](#)).

Student societies/club/group events are to abide the following until further notice:

- No food with the exception prepared, individualized boxed foods for orientation activities.
- No activities involving yelling, chanting or singing.

Until further notice, events are not allowed in lobbies, foyers or similar open spaces unless to fulfill course requirements

Student Event Activities Not Recommended and Alternatives Table:

Events activities not recommended at this time	Alternatives
Indoor in-person events	<ul style="list-style-type: none"> • Virtual events • Outdoor in-person events
Participants are not living on-campus. Programming for any commuter students may be considered subject to approval.	<ul style="list-style-type: none"> • Virtual participation. • Offer in-person events to build community later in the month (phase 2 to allow for commuter student participation; phase 2 dependent on success of Phase 1)
Activities resulting in close contact with others (<2m) such as: <ul style="list-style-type: none"> • Dancing, hugging • High contact sports or group sports (e.g. wrestling, basketball) • Activities that foster boisterous or competitive play that may lead to non-compliance with physical distancing measures (e.g. high contact games, Frisbee, scavenger hunt, hide and go seek) 	<ul style="list-style-type: none"> • Virtual events • Activities modified to maintain physical distance (2m) • Activities that do not foster boisterous or competitive play and can be performed while complying with physical distancing (e.g. yoga within an individual circle).
Activities increasing transmission risk such as: <ul style="list-style-type: none"> • Singing (e.g. Karaoke), chanting, shouting, cheering (e.g. pep rallies) • Exposure to bodily fluids/aerosol • High contact equipment (e.g. slides, inflatables) • Sharing personal items/equipment 	<ul style="list-style-type: none"> • Virtual events • Activities modified to eliminate transmission risk • Individualized equipment • Equipment that is disinfected between each user
Food/beverage provision or consumption that increases transmission risk: <ul style="list-style-type: none"> • Homemade food (e.g. baked goods, potluck) • On-site cooking sharing kitchen equipment • Buffet with shared utensils/dispensers • Sharing food/beverage with others • Food service that can cause crowding (e.g. during service, line ups, etc.) 	<ul style="list-style-type: none"> • Virtual cooking events • Bring own food/beverage and do not share with others • Boxed/individually packaged food/beverage with appropriate physical distancing and hand washing/sanitization available. • Organized pre-order, pick-up, seating and/or service to prevent crowding

Social Gathering, Events, Filming and Weddings

For additional guidance on social gathering, events and weddings, please contact EHS.

Podium Speaking Events

Speakers who are at a planned event can remove their mask when they are at a designated spot for speaking by turning the podium or stage into a controlled, non-public space.

- The podium or stage where the speaker is at needs to be at least 2 metres away from the audience and all other people in the room. If there are several speakers on a stage in designated seats, they need to be – and stay – at least 2 metres apart.
- The space around the podium or stage needs to be controlled so that other people are not moving in and out of the space.

- The podium or stage and microphone(s) need to be sanitized before the first speaker comes to the podium or stage.
- Speakers are to wash/sanitize their hands in advance of going to their designated seat/podium/microphone onstage
- When the speaker is done and ready to leave the podium/stage they need to sanitize their hands again, and put their mask back on.
- The podium or stage and microphone(s) need to be sanitized between speakers and after the last speaker exits the podium or stage.

Adapted from: <https://www.nwhu.on.ca/covid19/Pages/masks-faq-public.aspx>

4 | CONTROLS TO REDUCE THE RISK OF TRANSMISSION

To control the risk of transmission to workers/members of the University community, University departments and event organizers must implement this Events Guideline, public health directives, and applicable legislation and provincial COVID-19 guidance.

Event organizers should advocate the following infection prevention and control strategies which are based on government and public health directives:

1. Avoid touching your face, nose or mouth with unwashed hands.
2. Wash your hands often and thoroughly with soap and water or alcohol-based hand sanitizer.
3. Practice proper respiratory etiquette, such as sneezing and coughing into your arms.
4. Do not shake hands.
5. Maintain physical distancing of 2 metres or more.
6. Sick employees should stay home.

External event organizers must ensure measures and procedures to ensure risks are assessed and mitigated to protect the health and safety of participants. Internal event organizers are required to develop measures and procedures using the COVID-19 Event Assessment Tool (EAT) (Appendix B) to ensure risks are assessed and mitigated to protect the health and safety of participants.

In addition, any event impacts to the University community must be assessed with the UECP to protect the health and safety of the University community.

Regarding personal protective equipment (PPE) requirements at the event, external event organizers should refer to and follow public health/governmental directives and guidelines as applicable and appropriate. For University employees and events, PPE requirements are discussed in the [General Workplace Guideline](#).

Communications/Instructions

For events that may impact members of the University Community, it is important to develop a health and safety plan applicable to the operations of the event and communicate this plan to the applicable members of the University community through the UECP. The communication strategy will vary depending on the business unit but here are some suggestions/recommendations:

- Communications may take the form of memos, emails and meetings (applying physical distancing).
- In addition to workers in the unit, consider communications with event organizers, organizations and other departments that you work with routinely.
- Update your website, email signature with instructions on new procedures.
- Update procedures for scheduling appointments. Signage to remind workers and to inform the University community.
- For high traffic flow areas, consider providing a resource in the area to explain procedures for that area and direct visitors.
- Communications may need to occur more than once. The procedures may need to be adjusted over time, for example as restrictions continue to lift, and re-communicated to relevant parties.
- It is important to get feedback from workers who may have additional suggestions to improve the event procedures.

5 | PROCEDURES FOR A COVID-19 DIAGNOSIS RELATED TO AN EVENT

In order for the University to implement safety measures within its community, any event organizer who becomes aware that an individual associated with the event who is or has been on UofT premises has been diagnosed with COVID-19 must immediately report this result to the University Event Contact Person. The UECP will inform the University Occupational Health Nurse and ensure the event attendee emails ehs.occhealth@utoronto.ca as soon as possible. Additionally, in the event of a probable or confirmed case of COVID-19 where the person is a University employee, faculty member or student, the event organizer must follow the reporting procedure in the [General Workplace Guideline](#) and [Procedures in the Event of a Confirmed or Probable COVID-19 Case](#).

Out of respect for the privacy of individuals who are being tested or who have tested positive for COVID-19, please ensure all related communications only include the UECP and the Occupational Health Nurse. **For University messaging around these issues, please refer to the COVID-19 [General Workplace Guideline](#).**

The External event organizers must work with the UECP (UECP will work with the University Caretaking supervisor/designate contact) to conduct a risk assessment and implement appropriate measures and procedures to address the risk following a diagnosis. Measures and procedures will be in accordance with applicable legislation, regulations, sector-specific guidelines and public health directives. Measures and procedures may include, for example isolating/securing and adequately cleaning/disinfecting all contaminated areas related to their event activities. Site-specific cleaning/disinfecting expectations should be confirmed through the UECP. There may be additional costs to the external event organizer for appropriate cleaning/disinfecting following a positive diagnosis.

A | APPENDIX A: RESOURCES FOR COVID-19

For the latest information about U of T's COVID-19 response, please see the University's Coronavirus page. Please take the time to review the Frequently Asked Questions (FAQs) and the Human Resources & Equity page on COVID-19. If any event organizer has a question that is not covered, they may submit a question using the Contact Us button located at the top of the FAQ section.

Additional resources are set out below:

- [University Posters Template](#)
- [Government of Canada's Risk Informed Decision-making for Mass Gatherings During COVID-19 Pandemic](#)
- [City of Toronto COVID-19 Guidance: Indoor and Outdoor Events](#)
- [City of Toronto COVID-19 Community & Workplace Settings](#)

For all applicable resources, please refer to the General Workplace Guideline in the [COVID-19 Leadership Toolkit](#).

[Freedom of Speech at the University of Toronto](#)

B, C & D | **APPENDIX B, C & D: COVID-19 EVENT FORMS**

To access Appendix B: COVID-19 University Event Assessment Tool (EAT), Appendix C: COVID-19 External Event Organizer Acknowledgement and Appendix D: COVID-19 Student Society Event Organizer Acknowledgement form (SEAT), please visit:

<https://ehs.utoronto.ca/wp-content/uploads/2020/08/COVID-19-Events-forms.docx>