COVID-19 EVENTS GUIDELINE

Prepared by
Environmental Health & Safety
1.0 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. For general workplace guidance, please refer to the Employee General Workplace Guideline (the “General Guideline") in the COVID-19 Leadership Toolkit.

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. Events must be approved by the Human Resources (HR) Workforce Planning Committee. Please submit your Events Assessment Tool (EAT) to or consult with your HR representative/Director for approval.

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 COVID-19 General Workplace Guideline (the “General Guideline”), a copy of which will also be provided 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 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 legislated gathering 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.
2.0 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 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 University Event Contact Person (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:

External event organizers:

- Must complete the COVID-19 External Event Organizer Acknowledgment Form (Appendix C) 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 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:
- 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 the University as appropriate in the circumstances 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.
- 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/Externals Safety Acknowledgement Form.
- Must have sufficient liability insurance coverage appropriate to the event with forms, terms and with insurers satisfactory to the University.

Student Society Organizers:

- **Must complete the COVID-19 Student Society Event Organizer Acknowledgment Form (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 *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:
- 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 the University as appropriate in the circumstances 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.
- 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/Externals Safety 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.
Internal event organizers:

- **Must complete the COVID-19 University Event Assessment Tool (Appendix B) during the planning phase of 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 *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:

- 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*](https://www.uecp.ca/COVID-19-Leadership-Toolkit).

- 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/Externals Safety 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.
University Event Contact Person (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, 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.
- 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 4.0. 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.

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 ohs.occhealth@utoronto.ca.
3.0 PHASED APPROACH TO RESUMING EVENTS

Phase 1

Student Orientation

The University is taking a phased approach to resuming events for the safety of the University community. During the current phase (Phase 1), only outdoor in-person orientation events to be attended primarily by University of Toronto residence students may proceed after following the requirements of the University of Toronto COVID-19 Events Guideline. The maximum gathering limit for each event is 50, or lower if the space limits the ability of participants to maintain physical distance (2m). Food/beverage provision is discouraged during this phase.

Student association/society leaders and event organizers must ensure that activities within the event will comply with the current stage of reopening Ontario Regulation 362/20 Rules for areas in Stage 3: https://www.ontario.ca/laws/regulation/r20364

Event Activities Not Permitted and Alternatives Table:

<table>
<thead>
<tr>
<th>Events activities not permitted at this time</th>
<th>Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor in-person events</td>
<td>• Virtual events</td>
</tr>
<tr>
<td></td>
<td>• Outdoor in-person events</td>
</tr>
<tr>
<td>Participants are not living on-campus. Programming for any commuter students may be considered subject to approval.</td>
<td>• Virtual participation.</td>
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<tr>
<td></td>
<td>• 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)</td>
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<tr>
<td>Activities resulting in close contact with others (&lt;2m) such as:</td>
<td>• Virtual events</td>
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<tr>
<td>• Dancing, hugging</td>
<td>• Activities modified to maintain physical distance (2m)</td>
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<tr>
<td>• High contact sports or group sports (e.g. wrestling, basketball)</td>
<td>• 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).</td>
</tr>
<tr>
<td>• 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)</td>
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<tr>
<td>Activities increasing transmission risk such as:</td>
<td>• Virtual events</td>
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<tr>
<td>• Singing (e.g. Karaoke), chanting, shouting, cheering (e.g. pep rallies)</td>
<td>• Activities modified to eliminate transmission risk</td>
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<tr>
<td>• Exposure to bodily fluids/aerosol</td>
<td>• Individualized equipment</td>
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<tr>
<td>• High contact equipment (e.g. slides, inflatables)</td>
<td>• Equipment that is disinfected between each user</td>
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<tr>
<td>• Sharing personal items/equipment</td>
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<tr>
<td>Food/beverage provision or consumption that increases transmission risk:</td>
<td>• Virtual cooking events</td>
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<tr>
<td>• Homemade food (e.g. baked goods, potluck)</td>
<td>• Bring own food/beverage and do not share with others</td>
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<tr>
<td>• On-site cooking sharing kitchen equipment</td>
<td>• Boxed/individually packaged food/beverage with appropriate physical distancing and hand washing/sanitization available.</td>
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<tr>
<td>• Buffet with shared utensils/dispensers</td>
<td>• Organized pre-order, pick-up, seating and/or service to prevent crowding</td>
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</table>
4.0 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 risk assessment tool (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 PPE requirements at the event, external event organizers should refer to and follow public health/governmental directives and guideline 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.
5.0 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 UoT 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 [Add link] and Procedures in the Event of a Confirmed or Probable COVID-19 Case: https://ehs.utoronto.ca/covid-19-information/#Confirmed.

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 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.
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*
https://ehs.utoronto.ca/covid-19-information/

*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*
https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/community-settings-workplaces/

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*
This document is an assessment tool for assisting event organizers that are internal to the University in applying COVID-19 exposure-reducing controls, strategies and precautions in planning University events and related activities. This is not an exhaustive list of requirements but meant to guide event organizers to fulfill best practices. The event organizers are at all times required to follow current legislation, regulations, and public health guidelines. There is a large variety of different events across University premises and each unit should review their specific event operations and physical environment to determine which of the controls below can and should be implemented. If you have questions or require assistance in completing this tool, please contact your local Environmental Health and Safety office or you can reach out to EHS at ehs.office@utoronto.ca. Employees or faculty members who have a medical condition and are concerned about COVID-19 (e.g. are medically at-risk) should contact U of T Health and Well-Being for guidance: hwb@utoronto.ca or 416-978-2149. Students who have a medical condition and are concerned about COVID-19 (e.g. are medically at-risk) should refer to the process outlined in the COVID-19 Students Guidance document.

### APPENDIX B

**COVID-19 UNIVERSITY EVENT ASSESSMENT TOOL**

This document is an assessment tool for assisting event organizers that are internal to the University in applying COVID-19 exposure-reducing controls, strategies and precautions in planning University events and related activities. This is not an exhaustive list of requirements but meant to guide event organizers to fulfill best practices. The event organizers are at all times required to follow current legislation, regulations, and public health guidelines. There is a large variety of different events across University premises and each unit should review their specific event operations and physical environment to determine which of the controls below can and should be implemented. If you have questions or require assistance in completing this tool, please contact your local Environmental Health and Safety office or you can reach out to EHS at ehs.office@utoronto.ca. Employees or faculty members who have a medical condition and are concerned about COVID-19 (e.g. are medically at-risk) should contact U of T Health and Well-Being for guidance: hwb@utoronto.ca or 416-978-2149. Students who have a medical condition and are concerned about COVID-19 (e.g. are medically at-risk) should refer to the process outlined in the COVID-19 Students Guidance document.

### Section 1 – Event and Organizer Information – To be completed by the Internal Event Organizer

| Event location: _______________________________________________________________ |
| Event date/time: _______________________________________________________________ |
| Event description (include attachment if description exceeds the space below): |

| Number of participants: _______________________________________________________________ |
| Will food be provided? _______________________________________________________________ |
| Will there be contracted services? ___ If yes, please attach the completed COVID-19 Contractor/Externals Safety Acknowledgement Form(s) for each company to this document before submitting this form. |

### To be completed by the Internal Event Organizer

| Print Name: | Print Name: |
| Title (must be in a position of authority): | Title: |
| Email: | Email: |
| Contact Number: | Contact Number: |
| Group/Organization: | Department/Unit: |
| Signature: | Signature: |
| Date: | Date: |

### SCHEDULING/EVENT PLANNING ASSESSMENT

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<tr>
<th>Assessment</th>
<th>Provide details where applicable</th>
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<tr>
<td>1. Event has been determined to be essential and reviewed if event must/may be conducted on-site versus virtually. * Events which must/may be done on-site are further sorted into critical and non-critical functions. Non-critical on-site functions may be removed or delayed until after the pandemic as appropriate and determined by unit lead. * Unit/group leads to confirm that events may legally occur on-site in keeping with applicable legislation and directives. Please consult with the relevant Human Resources Director for further information.</td>
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COVID-19 Events Guideline
August 17, 2020
2. Reduce the duration of event to less than 2 hours or to as short as possible.

3. Limit number of participants (e.g. staff/volunteers and attendees) to the minimum to prevent crowding. When selecting an event venue, provide ample space to allow for physical distancing (2m) at all times.
   - Consider outdoor venues.
   - Post signage with maximum number of people in event venue and in event support rooms (e.g. lounges). [e.g. As a rough first-cut calculate the maximum capacity of each room by dividing the net usable area by the square of the locally acceptable social distance (e.g., for a 2m physical distance: a 40 Sq.m room divided by 4 Sq.m would have a recalculated maximum capacity of 10 people). Other considerations include pathways around furniture and exit/entrance may reduce the number of people.]
   - Ensure the maximum limit complies with current applicable legislation on gathering limits.
   - Stagger times for bigger groups of people.

4. Events are risk assessed with typical events parameters, in addition to COVID-19 related factors. Risk assessment should consider risk associated with and have mitigating strategies based on the demographics of participants and event staff/volunteers. In particular:
   - Vulnerable groups (e.g. seniors, pre-existing medical conditions, disabilities) - Dedicating specific hours to at risk populations.
   - Groups with increased infection rate or would have great impact on critical industries (e.g. those who have recently travelled to affected areas, healthcare, long-term care workers, airport transportation workers).
   - Groups that are at greater risk of spreading disease (e.g. young children).
   - Groups from areas where health system resources are limited (e.g. remote or isolated communities)

5. Schedule groups of staff/volunteers in teams to limit rotation between teams and overlap. In the event a COVID-19 case occurs amongst one of the team members, only one team would go into self-isolation, not multiple teams.
   - Due to reduced numbers, employees/volunteers may be working alone. Where applicable, working alone procedures have been implemented and communicated (refer to the Working Alone Guidelines).
   - Event organizers must have all staff/volunteers/contractors complete health screening questionnaires and document.

6. As much as possible, ensure all participants register for the event with available contact information to facilitate contact tracing in the event of a positive case.
   - Event organizers must have all attendees/participants complete self-screening.
   - If participants have pre-registered, ensure all attendees sign-in at the event to ensure the contact list is accurate.

7. Review and eliminate activities that promote transmission (e.g. handshakes, close greetings, singing, dancing, cheering, close physical contact, contact sports, sharing food and sharing eating/drinking utensils, etc.)
8. Functions have been assessed and where appropriate, modified to reduce direct contact with persons and to follow physical distancing (>2m). Develop a physical distancing plan along with the considerations under the Physical Environment/Distancing section below.
   - Change functions (partial or all) to online, over-phone, virtual meetings or by appointment only.
   - Prevent restricted points of entrance and exit that force people to be in close proximity or near high touch/traffic areas. Consider staggering arrivals and departure times to reduce bottleneck.
   - Limit/monitor the number of unintended visitors allowed into the reception area.
   - Physically space out activities/functions/tasks while following physical/distancing.
   - Documents – modify processes to allow for electronic confirmation or photos of signed documents.
   - Cash – determine if cashless payment can be implemented.
   - Redesign activities/tasks to reduce overall handling of objects.
   - Reduce shared equipment and personal protective equipment (PPE) and providing individual equipment where applicable.
   - Implement contactless delivery; instruct delivery person to call/text when package is ready for drop off.
   - Arrange traffic flow to reduce face-to-face discussions where appropriate (e.g. stand beside or diagonally).

9. If food/drinks are provided according to the current legislated limit and public health guidelines:
   - Minimize possible contamination. Consider individually wrapped/packed items, disposable tableware, and minimize the use of shared utensils and dispensing equipment.

10. Develop a plan for physical distancing which embeds an equity lens (e.g. how to engage with community members who will not maintain physical distancing). Ensure adequate processes/procedures with equity in mind are in place. Engage with the appropriate event organizer or UECP and where applicable, event security or campus police. The plan should include a mechanism for reporting non-compliance and developing a script for reminding others of physical distancing.

11. Develop a plan for controlling access points. Engage the appropriate property or building management group and with campus police and facilities/fire prevention where applicable.

PHYSICAL ENVIRONMENT/PHYSICAL DISTANCING

Prior to making any physical changes to the workplace, any installation that involves the disturbance of building materials (e.g. walls, flooring, ceiling) should be evaluated for asbestos. Always work with your local property manager or local facilities group to ensure proper procedures are followed, including the applicable process for management approval. Please also work with your Property Manager or local facilities group for moving any furniture or heavy items to reduce the risk of injury. Consideration must be given to accessibility requirements when making changes to physical workspaces – please contact HR or the AODA office for assistance.

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<tr>
<th>Assessment</th>
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<th>Status</th>
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<tbody>
<tr>
<td>1. Assess if non-essential high touch surfaces can be removed (e.g. doors, cabinet doors not required for security) and/or affix doors in open position.</td>
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2. Event staff/volunteers in reception or public facing positions have been advised on where to position themselves to maintain physical/distancing, including how queues are formed and where documents/objects can be dropped-off and picked up. Examples are:

- Plan where queues can form for attendees to wait while physical distancing. Place floor/wall markings every 2m to indicate where people should wait.
- Remove non-essential items from reception/service counter/desks. Essential items are placed in such a way that it does not promote flow towards staff. E.g. provide a small separate table for these items away from the counter.
- When a protective barrier is not feasible and documents/objects are exchanged, between staff and visitor can stand diagonally across the counter.
- Designated drop-off points at the end of the counter to allow staff to walk away while the visitor walks toward the drop-off point for pick up.
- Signs/tape/instructions are posted with instructions to the participants on the process.

3. Strategies to encourage physical distancing (>2m) have been implemented. Examples are:

- Use protective barrier such as a stanchion, chairs or tables with sign indicating the need to maintain physical distance (ensure any changes contemplate accessibility of the modified space and for specific questions about accessibility, contact the AODA office)
- Use tables or labels to mark floors to maintain physical distancing
- Adjust (move) furniture to enable the physical distancing as appropriate. Engage with the applicable property/facilities management group and/or facilities design group.
- Limit or close off areas that encourage unintended gatherings.

4. Strategies for directing the flow of traffic in common areas such as elevators, hallways, stairwells, lobbies and other common areas have been implemented. Examples are:

- Identify dedicated entry and exit doors were possible.
- Station a staff member, security or patrol to direct flow, explain procedures and enforcing procedures.
- Direct and control traffic flow (e.g. arrows/signs to direct flow of traffic to reduce attendees/visitors from crossing paths with each or staff).
- Establish and post clear procedures (e.g. stay to the right, no passing, marking where queues would form, follow physical distancing while queuing).
- Scheduling/staggering use of common areas
- Post maximum occupancy (e.g. maximum 2 at a time in the elevator).
- Where facilities allow, consider designating “up” and “down” stairwells.
- In common areas (e.g. waiting areas, reception areas, lounges), tape off, remove or modify tables and chairs to follow physical distancing. Examples below (reference: Toronto Public Health):

5. Strategies for washroom use have been implemented. Examples are:
- Posting maximum occupancy to maintain physical distancing.
- Posting instructions (e.g., ways to announce yourself). Ensure accessibility is considered.
- Single staff all gender washrooms and accessible washrooms may be used more frequently. Ensure a mechanism is in place to deter inappropriate use (e.g., signage).
- Ensure these washrooms are included when posting instructions and creating procedures and that signage is placed at an accessible height and in different modes of communication. Refer to the AODA office for guidance and support.

### HYGIENE/CLEANING & DISINFECTION

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Provide details where applicable</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Make sure handwashing facilities with soap and water area readily available. If soap and water are not available, alcohol-based hand sanitizer are provided. Consider providing sufficient number of stations based on the number of participants and the nature of the event. Ensure accessible washrooms are stocked with appropriate materials. Provide disposable paper towel for drying where feasible.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Hand washing posters</strong> are posted at handwashing areas and <strong>cough/sneeze etiquette</strong> posters are posted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Ensure disposable paper towel is available for drying hands as an option.</td>
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<td></td>
</tr>
<tr>
<td>4. High touch surfaces are cleaned and disinfected frequently. Caretaking cleaning procedures comprise of frequent cleaning of high touch areas in common spaces (such as: doorknobs, elevator buttons, light switches, handrails, etc.); however, building occupants are also asked to clean high touch areas in their workspace (such as: workspace countertops, shared equipment/tools where individual equipment/tools are not feasible, touchscreens, keypads) throughout the day. Units can request cleaning supplies from Caretaking.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Where applicable, use disinfectants that have a DIN (Drug Identification Number in Canada). Use products per manufacturer's instruction and that are compatible with equipment/material being cleaned/disinfected.</td>
<td></td>
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</tr>
<tr>
<td>6. Where pens are needed for signatures, have two piles. Clean pens can be placed individually on the table, “used” pens can be placed in a “used” bucket. Disinfect “used” pens as needed. Carry own pen to avoid sharing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Use microphones that can operate at a distance as much as possible. Dedicate close-range microphones to each speaker. Disinfect shared microphones between users. Use microphone covers and change the covers between users if disinfection cannot not occur between users.</td>
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<tr>
<td>8. If event staff/volunteers wear uniform, instruct them to bag personal attire and uniform separately with belongings. Clean uniform daily if feasible. Wash at highest temperature. Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.</td>
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</tr>
</tbody>
</table>
**COMMUNICATION**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Provide details where applicable</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. COVID-19 prevention/precautions and COVID-19 assessment posters have been posted at entrances to the workplace. These and other COVID-19 related posters are available at: <a href="https://ehs.utoronto.ca/covid-19-information/">https://ehs.utoronto.ca/covid-19-information/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Additional COVID-19 posters prevention/precautions and reminders for physical distancing are posted at counters and service points.</td>
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<tr>
<td>3. When scheduling shipments (drop-offs) and appointments, parties are screened (see COVID-19 assessment poster) and where applicable, provided with department-specific procedures regarding COVID-19.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. For regular/repeat visitors, there is a process for communicating COVID-19 prevention/precautions (including physical distancing), COVID-19 assessment criteria and other department-specific instructions regarding COVID-19.</td>
<td></td>
<td></td>
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<tr>
<td>5. Communications/procedures/instructions (including department specific instructions) have been communicated to employee:</td>
<td></td>
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</tr>
<tr>
<td>• Existing documents, including emergency procedures, have been reviewed and if applicable, have been updated to include COVID-19 related changes.</td>
<td></td>
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<tr>
<td>• Employees have been provided with instructions on how to report COVID-19 related absences</td>
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<tr>
<td>• Employees know who they can contact if they have questions and concerns (e.g. supervisor.)</td>
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<td></td>
</tr>
<tr>
<td>• Managers/supervisors should be aware of return to work and accommodation procedures related to COVID-19 (contact your local HR office for more information).</td>
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<td></td>
</tr>
<tr>
<td>6. Staff/volunteers (e.g. reception/service counters) have been provided with scripts to remind visitors about physical distancing. E.g. “Hi, welcome, just a reminder that everyone is being asked to stand two metres apart to keep you safe.”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROTECTIVE BARRIERS**

Please refer to the COVID-19 General Workplace Guidelines section on protective barriers for additional information.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Events should be planned with appropriate physical distancing measures in place such that PPE is not a requirement for all attendees.

When physical distancing cannot be maintained, event organizers may implement the use of face coverings as source control (e.g., non-medical masks or cloth masks). Please consult with Environmental Health and Safety when determining PPE requirements for the event.

Please review the COVID-19 General Workplace Guidelines section on PPE for additional information.
# APPENDIX C

## COVID-19 EXTERNAL EVENT ORGANIZER ACKNOWLEDGEMENT

This document is an acknowledgement form for assisting the University Event Contact Person/room booking department confirm that External Event Organizers are responsible for and applying COVID-19 exposure-reducing controls, strategies and precautions in planning events and related activities. If event planners have any questions regarding applicable/appropriate protective measures when booking spaces please query the applicable university event location contact.

### Section 1 – Event and Organizer Information – To be completed by the External Event Organizer

| Event location: | | |
|-----------------|-----------------|
| Event date/time:| | |
| Event description (include attachment if description exceeds the space below): | | |
| Number of participants: | | |
| Will food be provided? | | |
| Will there be contracted services? | | |

If yes, please attach the completed COVID-19 Contractor/Externals Safety Acknowledgement Form(s) for each company to this document before submitting this form.

### To be completed by the University of Toronto Event Contact Person

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Print Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (must be in a position of authority):</td>
<td>Title:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
<tr>
<td>Contact Number:</td>
<td>Contact Number:</td>
</tr>
<tr>
<td>Group/Organization:</td>
<td>Department/Unit:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

### Section 2 – University of Toronto COVID-19 Event Guideline and Responsibilities confirmation – To be completed by the External Event Organizer

- I hereby confirm that I have reviewed the University of Toronto COVID-19 Event Guideline in its entirety and agree to run the event in compliance with, and ensure event’s personnel comply with:
  - a. all applicable laws, bylaws, regulations, and codes applicable to the event
  - b. 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

- I hereby confirm that I have reviewed the specific responsibilities and University of Toronto-COVID-19 Event Guideline and understand that I am responsible for putting in place measures to protect health and safety of any and all event personnel, as well as event participants

### Section 3 – Event Assessment Acknowledgement – To be completed by the External Event Organizer

- I have ensured the number of event participants will not exceed any current legislated/public health limits.
- I have ensured that all activities in the event are permissible under current legislation/public health directives.
- I have planned and scheduled the event to reduce COVID-19 risks.
- I have an event physical environment plan to reduce COVID-19 risks.
- I have an event physical distancing plan to reduce COVID-19 risks.
- I have an event hygiene plan to reduce COVID-19 risks.
- I have an event cleaning and disinfection plan to reduce COVID-19 risks.
- I have an event communication plan to reduce COVID-19 risks.
- I will retain name and contact information of all personnel and attendees at the event to facilitate contact tracing if necessary

University of Toronto – Environmental Health and Safety
COVID-19 Events Guideline
August 17, 2020
This document is an acknowledgement form for assisting the University Event Contact Person/room booking department confirm that Student Society Event Organizers are responsible for and applying COVID-19 exposure-reducing controls, strategies and precautions in planning events and related activities. If event planners have any questions regarding applicable/appropriate protective measures when booking spaces please query the applicable university event location contact.

**Section 1 – Event and Organizer Information – To be completed by the Student Society Event Organizer**

- Event location: _______________________________________________________________
- Event date/time: _______________________________________________________________
- Event description (include attachment if description exceeds the space below): _______________________________________________________________
- Number of participants: ________
- Will food be provided? ________
- Will there be contracted services? ________
  - If yes, please attach the completed COVID-19 Contractor/Externals Safety Acknowledgement Form(s) for each company to this document before submitting this form.

**To be completed by the Student Society Event Organizer**

- Print Name: _______________________________________________________________
- Title (must be in a position of authority): _______________________________________________________________
- Email: _______________________________________________________________
- Contact Number: _______________________________________________________________
- Group/Organization: _______________________________________________________________
- Signature: _______________________________________________________________
- Date: __________________________

**To be completed by the University of Toronto Event Contact Person**

- Print Name: _______________________________________________________________
- Title: _______________________________________________________________
- Email: _______________________________________________________________
- Contact Number: _______________________________________________________________
- Department/Unit: _______________________________________________________________
- Signature: _______________________________________________________________
- Date: __________________________

**Section 2 – University of Toronto COVID-19 Event Guideline and Responsibilities confirmation – To be completed by the Student Society Event Organizer**

-☐ I hereby confirm that I have reviewed the University of Toronto COVID-19 Event Guideline in its entirety and agree to run the event in compliance with, and ensure event’s personnel comply with:
  - a. all applicable laws, bylaws, regulations, and codes applicable to the event
  - b. 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

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**Section 3 – Event Assessment Acknowledgement – To be completed by the Student Society Event Organizer**

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-☐ I have ensured that all activities in the event are permissible under current legislation/public health directives.
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-☐ I have an event hygiene plan to reduce COVID-19 risks.
-☐ I have an event cleaning and disinfection plan to reduce COVID-19 risks.
-☐ I have an event communication plan to reduce COVID-19 risks.
-☐ I will retain name and contact information of all personnel and attendees at the event to facilitate contact tracing if necessary