COVID-19 EVENTS GUIDELINE

Prepared by
Environmental Health & Safety

September 21, 2020
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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 [add document name and link].

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 Acknowledgement 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.
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.
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
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 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.

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 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 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 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.

- 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.
PHASED APPROACH TO RESUMING EVENTS

The following framework has been developed for gradual resumption of on-campus, in-person events. Units are to follow this framework when planning which events will be held in-person.

Phase 1 (Orientation activities): Outside in-person events allowed where only students living on campus may attend. The maximum gathering limit for each event is 50 if led by a student society and 100 if led by a UofT department. No food with the exception prepared, individualized boxed foods for orientation activities. No activities involving yelling, chanting singing allowed.

Phase 2 (mid-late September): Outside in-person events allowed with a small group of students living on or off campus (max. 50 – suggesting 50 to minimize interactions). No food or activities involving yelling, chanting singing allowed.

Phase 3 (October/November): Small inside events (max 50.). Events are not allowed in lobbies, foyers or similar open spaces unless to fulfill academic course requirements (add "until further notice").

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 if led by a student society and 100 if led by a UofT department. The maximum limit may be reduced if the space limits the ability of participants to maintain physical distance (2 metres). 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>
</table>
| Indoor in-person events                     | • Virtual events  
|                                             | • Outdoor in-person events  
| Participants are not living on-campus. Programming for any commuter students may be considered subject to approval. | • 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:  
| • 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) | • 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:  
| • 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 | • 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:  
| • 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.) | • 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.
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.
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.
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
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

<table>
<thead>
<tr>
<th>Event location:</th>
<th>To be completed by the University of Toronto Event Contact Person(s) – List all applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event date/time:</td>
<td></td>
</tr>
<tr>
<td>Event description (include attachment if description exceeds the space below):</td>
<td></td>
</tr>
</tbody>
</table>

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

### Scheduling/Event Planning Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Provide details where applicable</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Reduce the duration of event to less than 2 hours or to as short as possible.</td>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Provide details where applicable</th>
<th>Status</th>
</tr>
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   - 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:
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Hygiene/Cleaning & Disinfection

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5. Communications/procedures/instructions (including department specific instructions) have been communicated to employee:
   - Existing documents, including emergency procedures, have been reviewed and if applicable, have been updated to include COVID-19 related changes.
   - Employees have been provided with instructions on how to report COVID-19 related absences
   - Employees know who they can contact if they have questions and concerns (e.g. supervisor.)
   - Managers/supervisors should be aware of return to work and accommodation procedures related to COVID-19 (contact your local HR office for more information).

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.

### Protective barriers

Please refer to the [COVID-19 General Workplace Guidelines](https://www.utoronto.ca/utogether2020/gwp) 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 participants at all times.

Event organizers may implement the use of face coverings (e.g., non-medical masks or cloth masks) consistent with the standards of the University Policy/Guideline and applicable legislation. Please consult with Environmental Health and Safety when determining PPE requirements for the event.

For more information regarding the University’s policy, please consult the [Policy on Non-Medical Masks or Face Coverings](https://www.utoronto.ca/utogether2020/policy) and the accompanying [draft Guideline](https://www.utoronto.ca/utogether2020/draft-guide). The draft guideline will be updated periodically as our response to COVID-19 evolves.

Also refer to FAQ section 4, ‘masks’ see 4.8

https://www.utoronto.ca/utogether2020/faqs
# 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

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<td>Event location: ____________________________________________</td>
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<td>Event date/time: __________________________________________</td>
<td>Title(s):</td>
</tr>
<tr>
<td>Event description (include attachment if description exceeds the space below):</td>
<td>Email(s):</td>
</tr>
<tr>
<td>Number of participants: ____________________________________</td>
<td>Contact Number(s):</td>
</tr>
<tr>
<td>Will food be provided? ____________________________________</td>
<td>Department/Unit(s):</td>
</tr>
<tr>
<td>Will there be contracted services? Yes/No</td>
<td>Signature:</td>
</tr>
<tr>
<td>If yes, please attach the completed COVID-19 Contractor/Externals Safety Acknowledgement Form(s) for each company to this document before submitting this form</td>
<td>Date:</td>
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## 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. I will ensure all third party contractors, vendors, rentals, externals, service providers will comply with event health and safety requirements.

## 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. I will advise the University of Toronto Occupational Health Nurse (ehs.occhealth@utoronto.ca) of any participant/staff/volunteer/contractor in attendance of the event/activity or on University premises who tests positive for COVID-19.
APPENDIX D: COVID-19 STUDENT SOCIETY EVENT ORGANIZER ACKNOWLEDGEMENT (SEAT)

This document is an acknowledgment 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

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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.

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☐ 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. I will ensure all third party contractors, vendors, rentals, externals, service providers will comply with event health and safety requirements.

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

☐ I have ensured the number of event participants will not exceed any current legislated/public health limits.
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### Scheduling/Event Planning Assessment

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| 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. | | |
| 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.
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.

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.
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   - Existing documents, including emergency procedures, have been reviewed and if applicable, have been updated to include COVID-19 related changes.
   - Employees have been provided with instructions on how to report COVID-19 related absences
   - Employees know who they can contact if they have questions and concerns (e.g. supervisor.)
   - Managers/supervisors should be aware of return to work and accommodation procedures related to COVID-19.

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.

**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 participants at all times.

Event organizers may implement the use of face coverings (e.g., non-medical masks or cloth masks) consistent with the standards of the University Policy/Guideline and applicable legislation. Please consult with Environmental Health and Safety when determining PPE requirements for the event.

For more information regarding the University’s policy, please consult the Policy on Non-Medical Masks or Face Coverings and the accompanying draft Guideline. The draft guideline will be updated periodically as our response to COVID-19 evolves.

Also refer to FAQ section 4, ‘masks’ see 4.8
https://www.utoronto.ca/utogether2020/faqs