All resumption of activities and events are approved by the appropriate Dean or designated unit lead. It is the responsibility of the unit lead to ensure that all activities and events are aligned with tri-campus opening plans.

### Non-Events

- **GAT** (General Assessment Tool): Please refer to the COVID-19 leadership toolkit or [UofT Returning to Campus](https://www.eatseat.utoronto.ca).
- **SAT** (Student Society Assessment Tool): [WORD version](#)

### Events

For more information regarding, events, please refer to the GWG Chapter 11 Events.

- **EAT** (Event Assessment Tool): A [WORD version of the EAT](#) is also available in Appendix B.
- **SEAT** (Student Society Event Acknowledgement Tool): A [WORD version of the SEAT](#) is also available in Appendix D.

### Non-Events

The GAT/SAT is used by non-research units to build re-entry plans for units and offices. The focus of the GAT/SAT is managing risk associated with specific on-campus/in-person work performed by specific groups or individuals in specific spaces/areas (not just the management of the physical space w.r.t. COVID-19 precautions as guided by Public Health). Contact your local facilities group for information/prepared wording for common spaces such as elevators, washrooms, corridors, classrooms, lobbies, etc. The GAT/SAT may also apply to contractors, students and visitors.

The following activities are **not** an event:

- For research activities, please refer to the [Guideline for Reopening Research Space](#).
- A regular operational activity where no food or beverage is provided by the organizer (therefore, complete a GAT for this activity).
- Meetings, training (internally initiated, including internal/external guest speakers, no food provided), regular academic activities such as classroom teaching, fire drills
- Distribution of textbooks, equipment, locker assignment, etc.
- Filming including movies, TV shows, interviews and filming/live stream activities for virtual programming
- Activities related to required course content delivery (example, Field Trips, Production, Performance, etc.) Therefore, complete a GAT if not already included in re-entry GAT activities.

### Events

January 7, 2022
Please review the GWG Chapter 11 Events Guidelines. The Guidelines distinguishes between internal and external event organizers. In modified Step 2 outdoor events for internal and external groups are permitted. Events must be permitted by the current provincial Reopening Ontario regulation, follow all public health and provincial requirements and recommendations outlined in the GWG Ch 11 section on Events.

Internal event organizers are persons in charge of the associated planning of the event. In this example, both University departments and recognized student groups and their activities would satisfy this definition.

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

The event organizer is responsible for conducting a risk assessment (EAT/SAT) and implementing / overseeing the appropriate controls.

An event may involve employees, volunteers, contractors, suppliers, agents, etc., as well as event participants / attendees.

Examples of events include:
- Student Orientation
- Weddings
- Symposium, conferences where there are in-person attendees
- Activity includes break out-sessions, networking/social mingling as a main goal of the event, workshops
- External party renting a UofT space
- Food/beverage provided by organizer: plated/served (seated) meals and boxed/take-away.
- Activities related to required course content delivery (example, Field Trips, Production, Performance, etc.) and food/beverage is provided.
- Appreciation and celebratory activities, such as an ice cream truck/bicycle being brought on site to provide individual packaged dessert to individuals, anniversaries, grand openings, etc.
- Activities for the purpose of remembrance, commemoration or honoring of a person, group, historic event, place or occasion.

Until further notice, events are not allowed in lobbies, foyers and similar indoor open spaces unless to fulfill a course requirement which should be included in the appropriate assessment tool for approval

Allowable limits
All staffed/supervised events must be planned in accordance with Table 2: Guidance for events and completion of EAT re: max limits

If multiple events/gatherings are being held in a single building or outdoor space, there is a potential for exceeding the legal maximum allowable limit. If those events/gatherings share parts of the same space, such as entrances/exits, washrooms, or hallways they may be viewed as one event/gathering.

When planning an event for students (including University sponsored events) follow max gathering limits in Table 2.

**Category 1: If you are a UofT unit (faculty, division, unit) planning for on-campus re-entry or are planning an event**

1) For resumption of workplace operation(s) – complete a GAT and submit as per local processes for review (including EHS review).
2) For events held in your unit’s space or a non-UofT space (e.g. external hotel) – complete an EAT
3) For events held on UofT property where the space is owned by a different UofT unit – the event organizer will complete an EAT in conjunction with the UofT space contact (UofT party responsible for the event space). Both parties are responsible to collaboratively complete and submit the document for review per local processes (including for EHS review).
4) For an external party (e.g. contractor, vendor, service provider, tenant, film production company) within your space or for an event – the external party is to complete the **Contractor/External Acknowledgement Form** and the event organizer retain a copy and follow instructions on the form.

### Category 2: If you are a UofT unit that provides event spaces for others to use/rent (“UofT space contact”):

1) For resumption of your internal workplace operation(s) – complete a GAT. Example: employees required to support an event in your space, complete a GAT for those employees.

2) When a UofT unit or external party contacts your unit to hold an event in your space: the event organizer will complete an EAT in conjunction with the UofT space contact (UofT party responsible for the event space). Both parties are responsible to collaborative complete and submit the document for review per local processes (including for EHS review). The UofT space contact may prepare general EAT(s) for expected or reoccurring events. Ensure that the event organizer/participants follow these pre-existing EATs. A new EAT is required if the event is outside of the scope of the pre-existing EAT(s).
   a. If the event is organized by a non-UofT external party, the external event organizer must also complete the External Event Organizer Acknowledgment and provide a copy to the UofT space contact who will submit to EHS for review.
   b. If the event is organized by a student society, the Student Society must complete the acknowledgement SEAT-Sections 1, 2 and 3 only (previously known as “Part A”) and provide a copy to the UofT space contact who will send a copy to EHS.

3) If any University parties are engaging an external party for the event (e.g. photographer, vendor, service provider, musician), the external party completes the Contractor/External Acknowledgement Form, provides a copy to the UofT space contact and follow instructions in the form. Example: A bride/groom rent a Hart House space for a wedding and bring their own external florist. In this scenario the bride/groom must work with Hart House contact to ensure that the contractor/external acknowledgement form has been completed for the external florist and ensure submission to the UofT unit (Hart House Contact) who will send a copy to EHS.

4) If you (the unit) are the contact for an external party (e.g. contractor, vendor, service provider, tenant, film shoots) within your space – the external party completes the Contractor/External Acknowledgement Form, you retain a copy and follow the instructions on the form. Example A: Unit X in Faculty of Medicine hires an external biotechnology company (vendor) to have product demonstration in a UofT Faculty of Medicine lobby area, the departmental contact (Unit X, Faculty of Medicine) must ensure the vendor/biotechnology company completes the Contractor/External Acknowledgement form to be retained by the UofT contact (Faculty of Medicine). Example B: A hair salon company leases space from Hart House to provide services to internal/external patrons. The Hart House Contact will ensure the hair salon company completes the Contractor/external Acknowledgement Form to be submitted to the Hart House Contact and follow instructions in the form.

### Category #3: If you are a recognized student group/club/student society (if status unknown, contact meredith.strong@utoronto.ca) that does NOT have employer responsibilities (this includes a student group who is affiliated or incorporated with a student society):

- For resumption of regular operations in their own space – complete a GAT in conjunction with your local campus, college or divisional administrative contact. This contact will submit per local processes for review (including EHS review).
- For events held in your unit’s space or a non-UofT space (e.g. external hotel) – completed an EAT
  a. For events held on UofT property where the space is owned by a different UofT unit - complete an EAT in conjunction with the UofT space contact (UofT party responsible for the event space). The UofT space contact (such as Campus Events: [https://campusevents.utoronto.ca/](https://campusevents.utoronto.ca/)) is responsible for submitting the EAT per local processes for review (including EHS review).
- If you are holding an event within your own space – complete an EAT in conjunction with your local campus, college or divisional administrative contact. This contact will submit per local processes for review (including EHS review). Confirm space owner has completed a GAT which would include activities for student societies WITHOUT employer obligations for the event space(s) and the space(s) is suitable for the event.
- If you are a student society/group/club and the hiring contact for an external party (e.g. contractor, vendor, service provider, tenant) within your space or for an event – the external party completes the Contractor/External Acknowledgement Form. Provide a copy to the local campus, college or divisional administrative contact and follow instructions in the form.

### Category #4: If you are a student society recognized by the UofT Act (if status unknown, contact meredith.strong@utoronto.ca) WITH employer responsibilities. Example: GSU, UTSU, SCSU, UTMSU, ASSU, EngSoc, APUS

January 7, 2022
1) For resumption of regular operations in their own space – complete a Student Society Assessment Acknowledgement Tool (SAT) in conjunction with your local campus, college or divisional administrative contact. This contact will submit per local processes for review (including EHS review).

2) If you are holding an event within your own space or a non-UofT space (e.g. external hotel) – complete the Student Society Event Organizer Acknowledgement Tool (SEAT) – entire form, and send a copy to your local campus, college or divisional administrative contact. The contact will provide a copy of SEAT – entire form - per local processes for review (including EHS review).

3) If you are holding an event at a UofT space (not your own space) – complete an EAT in conjunction with your local campus, college or divisional administrative contact and the UofT space contact as per Category 2, item 2.

Once you’ve determined you need to complete an EAT (or SEAT), please refer to the guidance on maximum gathering limits in Table 2 below.
Table 2: Maximum Attendees and Gathering Limits

On December 20, 2021, the University has announced that in general, in-person instructional activities will not take place until January 31st, 2022 but some ‘essential in-person’ activities may occur. Until further notice, physical distancing of 2m and capacity limits based on physical distancing DO NOT apply to instructional activities (including research activities), which must occur in person. Department/units are responsible for determining what instructional activities will be permitted at this time, based on pedagogical reasons in accordance with current local public health rules. Refer to Chapter 10 of the **GWG** for more information.

As of January 5, 2022, INDOOR meeting and event spaces are not permitted for renting out except for a limited number for provision of certain services (e.g. childcare, social services, etc.). For a full list of exemptions, please refer to Schedule 1, Section 4 of the Step 2 regulations. All non-essential events should be postponed, cancelled or moved online.

Important notes:

1) When planning activities, please also refer to [Ontario’s COVID-19 Response Framework](https://www.ontario.ca/laws/regulation/200082) and relevant regulations:
   - Step 1 regulations: [https://www.ontario.ca/laws/regulation/200263](https://www.ontario.ca/laws/regulation/200263)
   - Step 2 regulation: [https://www.ontario.ca/laws/regulation/200364](https://www.ontario.ca/laws/regulation/200364)

   In addition, prior to planning any of the activities or events below, please refer to the [Toronto Public Health](https://www.toronto.ca) (UTSG, UTSc) and [Peel Region of Health](https://www.peelregion.ca) (UTM) websites for additional measures. In some cases, certain activities allowed by the province are not permitted or have further restrictions from local public health units.

2) Note, in multi-use buildings the below provisions apply to the designated event space within the building. Activities/work being conducted in other areas of the building as part of regular operations do not impact the below. However, as part of the planning process, it is expected that unit leads in multi-use buildings collaborate with other units to ensure that consideration is given to logistical restraints of buildings to mitigate unnecessary congestion e.g. elevators, entry/egress, hallways, washrooms and lobbies.

3) Additional measures of physical distancing (3m) and other public health requirements may be recommended in some circumstances involving singing or wind instrument musician. Events should avoid these activities until further notice.

4) The outdoor capacity limits for a social gathering apply if the only indoor access is where necessary to access the outdoor area, and to use a washroom, or where necessary for health and safety. An event that is partly outdoors and partly indoors is subject to the indoor capacity limit. It is not possible to combine an indoor event with an outdoor event to increase the capacity limit.

5) Dancing is not permitted at events except for workers and performers.

6) ***The government has announced mandatory use of the enhanced QR codes in certain operations including athletics facilities. This section will be updated when the regulation is updated. In anticipation of applicable regulatory updates/regulations, all individuals are encouraged to download their Enhanced certificate with QR Code as soon as possible. Updates will be made accordingly as new information is provided by local public health authorities. NOTE: proof of vaccination>ID is a separate requirement for some operations such as indoor events and restaurants, gyms, etc. The UofT Vaccination applies in ALL cases for all in-person activities on-campus. Completion of UCheck for regular daily self-screening is still required for all in-person activities prior to coming on-campus, including for students at residences who leave their room/suites.

7) **Professional event venue**: Professional event venues (e.g. meeting/event spaces/conference centres/convention centres) refer to event spaces that are fully managed by professional event staff (UofT or external) for the duration of the entire event. This means event staff are present and dedicated to manage/provide oversight of the event and to enforce public health requirements (e.g. masking, proof of full vaccination, completion of daily health...
screening for COVID-19 symptoms, manage flow of traffic, etc.). To clarify, providing a room booking or just checking vaccination/IDs at the entrance of the building does not meet this requirement.

8) As of January 5, 2022 general capacity rules now require indoor areas to have a maximum 50% capacity for members of the public:
   - Any requirement to operate at 50% capacity, the maximum number of members of the public permitted in a business or facility, or part of a business or facility, that is operating in an indoor setting at 50 per cent capacity is determined by taking 50% of the maximum occupant load of the business or facility, or part of a business or facility as calculated in accordance with Ontario Regulation 213/07 (Fire Code). If you do not know the max occupant load, contact Fire Prevention Services or your local UTM or UTSC facilities contact.
   - If any provisions of the regulations impose a limit on the number of persons who may occupy an area, the more restrictive limit on the area’s capacity prevails. Unless otherwise provided, capacity limit applies to the whole business or facility, not to individual rooms or areas within the business or facility.

<table>
<thead>
<tr>
<th>Type of Gathering</th>
<th>Proof of full vaccination and ID/Ucheck (see Note 6) at the POINT OF ENTRY in addition to the UofT Guideline on Vaccination</th>
<th>Physical distancing?</th>
<th>Outdoor</th>
<th>Indoor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organized Public Event/Social Gathering NOT held in a professional event venue (see Note 7)</td>
<td>Yes</td>
<td>Yes</td>
<td>Max attendees: 10</td>
<td>Max attendees: 5</td>
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<tr>
<td>And</td>
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<tr>
<td>Social gatherings associated with weddings, funerals or religious service, rite or ceremony</td>
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<td></td>
<td>Who is included in the maximum allowable limit of persons: attendees of the event/gathering and employees that are working at the event; the maximum allowable limit does not include employees elsewhere in the building who are not associated with the event.</td>
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</tr>
<tr>
<td>Events and gatherings held in a professional event venue (see Note 7)</td>
<td>Indoor – n/a</td>
<td>Yes</td>
<td>Max attendees: Capacity is determined by physical distancing (2m), not to exceed 50% capacity (see above definition).</td>
<td>Max attendees: Not permitted.</td>
</tr>
<tr>
<td>This does NOT include wedding receptions.</td>
<td>Outdoors – No, unless normal capacity is &gt; 20,000 persons</td>
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</tbody>
</table>

January 7, 2022
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>For wedding receptions see the above section. For wedding ceremonies, please see below.</td>
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<td></td>
<td>Space: one event at a time per business or place, exclude other parts of the business or place that is not part of the meeting/event space rental business (e.g. residential space, fitness facility); only one area may be booked for any particular event.</td>
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<td></td>
<td>No more than 10 people may be seated together at a any table unless they are a member of the same household, a member of up to one other household who lives alone, or a caregiver for any member of either household. Each table must be physical distanced from other tables or be separated by an impermeable barrier.</td>
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<td></td>
<td>Patrons must remain seated at all times in the space except while entering, exiting, lining up, going to the washroom, or for health and safety reasons.</td>
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<td></td>
<td>Dancing, singing, karaoke is NOT permitted within the space.</td>
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<td></td>
<td>Sale and service of liquor: where liquor is sold or served, it can only be done so between 9 am and 10 pm, and there is to be no consumption of liquor between 11 pm and 9am.</td>
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<tr>
<td><strong>EHS Recommendations</strong></td>
<td>It is recommended that events be capped based on physical distancing (2m) at 50% capacity or 50 persons (outdoors), whichever is lower. If you need to plan an event that exceeds this number, please contact EHS to discuss.</td>
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<td></td>
<td>If live entertainment is performed at the event, it is recommended that physical distancing be at least 3 metres OR be separated from spectators by plexiglass or impermeable barrier.</td>
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<td></td>
<td>Masks requirements: Non-medical masks are required for the duration of the event except for exempted activities (e.g. eating). For guidance regarding photography, please refer to weddings and religious ceremonies and rites below and when speaking at a podium physically distanced from others (see Events Guidelines). For outdoor events, masks may be removed if you are physically distanced outside of your own household and every member of your household is seated at least two metres from every person outside their household. However, we strongly recommend masks to be worn at all times.</td>
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<tr>
<td>Type of Gathering</td>
<td>Proof of full vaccination and ID/Ucheck (see Note 6) at the POINT OF ENTRY in addition to the <a href="#">UofT Guideline on Vaccination</a></td>
<td>Physical distancing?</td>
<td>Outdoor</td>
<td>Indoor</td>
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<tr>
<td><strong>Wedding ceremony / religious service organized/managed held in a professional event venue</strong></td>
<td>Indoor - n/a</td>
<td>Yes</td>
<td>Max attendees: Capacity is determined by physical distancing (2m).</td>
<td>Max attendees: Not permitted</td>
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<tr>
<td></td>
<td>Outdoor - No, unless normal capacity is &gt; 20,000 persons</td>
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<td></td>
<td>Indoor</td>
</tr>
<tr>
<td>Only the ceremony is covered in this section.</td>
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<td>Not including prayer spaces (see below)</td>
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<tr>
<td><strong>EHS Recommendations</strong></td>
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<tr>
<td>• It is recommended that outdoor events be capped at 50 persons outdoors. If you need to plan an event that exceeds this number, please contact EHS to discuss.</td>
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<tr>
<td>• Masks are encouraged to be worn during professional photography but if there is a request to remove masks:</td>
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<tr>
<td>a) Physical distancing must be observed between each individual who are not in the same household</td>
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<tr>
<td>b) Masks are removed temporarily while the photo is being taken; masks are put back on immediately after the photo is taken</td>
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<tr>
<td>c) Limit photography with guests from different households to 15 minutes or less in total and where possible, hold it outdoors</td>
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<tr>
<td><strong>Academic Related (Essential In Person Instructional) Study Spaces</strong></td>
<td>Yes</td>
<td>Not required but recommended where feasible.</td>
<td>Max attendees: Not applicable</td>
<td>Max attendees: Not applicable. However, a maximum of 25 is recommended if feasible.</td>
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<td>Please refer to Ch 10 of the GWG, under “In-person instruction (including academic related study spaces)” for</td>
</tr>
<tr>
<td>Type of Gathering</td>
<td>Proof of full vaccination and ID/Ucheck (see Note 6) at the POINT OF ENTRY in addition to the <a href="#">UofT Guideline on Vaccination</a></td>
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</tbody>
</table>
| **Prayer spaces** (not including religious services or ceremony)                | No                                                                                                                                 | Yes                  | Max attendees: 10
Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some attendees participate online, use/book large spaces. | Max attendees: 5
Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some attendees participate online, use/book large spaces. |
| **Workplace meetings (essential)** – for clarity, workplace activities such as training or meetings are not “events” | No                                                                                                                                 | Yes                  | Max attendees: 10
Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some attendees participate online, use/book large spaces. | Max attendees: 5 (recommended) - if you need to plan an event that exceeds this number, please contact EHS to discuss. Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some attendees participate online, use/book large spaces and where possible, hold outdoors. |
<p>| <strong>Film activities authorized by the University</strong> (e.g. commercial film/tv productions, filming by an external company for the purposes of broadcasting) | No                                                                                                                                 | Yes                  | Max attendees for commercial film/tv productions: n/a – however as part of the planning process, please ensure that consideration is given to logistical restraints of buildings to mitigate. | Max attendees for commercial film/tv productions: n/a – however as part of the planning process, please ensure that consideration is given to logistical restraints of buildings to mitigate unnecessary congestion e.g. elevators, |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>or recording for virtual events)</td>
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<td>unnecessary congestion e.g. elevators, entry/egress..</td>
<td>entry/egress. See below note 2 for members of the public permitted in indoor studio audience, if applicable.</td>
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</tbody>
</table>

Notes:

1) For commercial film/tv productions, the production company is responsible for ensuring that operations are in accordance with the guidance document titled “Film and television industry health and safety during COVID-19” issued by the Film and Television Health and Safety Advisory Committee of the Ministry of Labour, Training and Skills Development, as amended from time to time. Those filming activities already with approved GATs proceed in line with all applicable protective measures.

2) No studio audience permitted.

3) Per Table 1, the external company (e.g. external film crew) must complete the COVID-19 Contractor/Externals Safety Acknowledgement Form.

4) Non-medical masks are not required when performing or rehearsing in a film or television product or in a concert, artistic event, theatrical performance or other performance that has been authorized by the University. Access to the space must be restricted to those involved in the production (e.g. use of signage, stanchion, security personnel).