## Table 1: Instructional Guidance for GAT/SAT or EAT/SEAT forms

November 27, 2020

### Overview

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.

### Types of forms:

**Non-Events:**
- **GAT (General Assessment Tool):** Please refer to the COVID-19 leadership toolkit or [UofT Returning to Campus](#).
- **SAT (Student Society Assessment Tool):** [WORD version](#)

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

### 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.

Each GAT requires completion of an Employee Tracker Form (available from the COVID-19 leadership toolkit) for employees who are physically returning to campus and/ or performing in-person activities for any length of time. The Tracker must be submitted as per the instructions in the COVID-19 leadership toolkit.

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.
Please review the Events Guidelines. The Guidelines distinguishes between internal and external event organizers.

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. Employees who are required to provide in-person support of the event must be documented in the Employee Tracker Form and submitted as per the instructions in the COVID-19 leadership toolkit.

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 and could be viewed as one event/gathering.

For employees that are going to be present amongst/alongside the attendees during the event, they are to be included in the capacity count.

Units (excluding student clubs and societies – see next section):
When planning an event for students (including University sponsored events) follow max gathering limits in Table 2.
**University of Toronto Framework for Student Clubs and Societies’ sponsored events (events not directly managed by UofT):**

Events must follow the frameworks described in Table 1 for Phase 1, 2 and 3 for gradual resumption of in-person events and activities. If providing food, procedures for outdoor provision of food is to follow the same procedures as required for indoor food services. Seating arrangement must adhere to physical distancing at all times. Maximum attendees or gathering limits as per Table 2.

**UofT Phase 1 (Orientation activities):** Outdoor in-person events allowed only where students are living on campus. Neither food nor high risk activities involving yelling, chanting, or singing allowed.

**UofT Phase 2:** Outside in-person events allowed with a small group of students living on or off campus. No food or activities involving yelling, chanting, singing, for example, will be allowed.

**UofT Phase 3:** Small indoor events will be allowed

Contact [meredith.strong@utoronto.ca](mailto:meredith.strong@utoronto.ca) for further information on phases.

### 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 collaborative 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 in 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-Part A only 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
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):

1) 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).

2) 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 is responsible for submitting the EAT per local processes for review (including EHS review).

3) 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.

4) 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

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)-Part A and Part B, and send a copy to your local campus, college or divisional administrative contact. The contact will provide a copy of SEAT Part A and B 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, please refer to the guidance on maximum gathering limits in Table 2 below.
Table 2: Maximum Attendees and Gathering Limits

Important notes:

1) ***As of November 23, 2020, Toronto and Peel region entered the grey “lockdown” category for minimum of 28 days. Please refer to Ontario’s COVID-19 Response Framework and relevant regulations:
   - Stage 1 regulations: https://www.ontario.ca/laws/regulation/200082
   - Stage 2 regulations: https://www.ontario.ca/laws/regulation/200263

In addition, prior to planning any of the activities or events below, please refer to the Toronto Public Health (UTSG, UTSc) and Peel Region of Health 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.

3) Each event must be assessed case by case and an EAT (Event Assessment Tool-located within the Event Guideline) is required to be submitted to ehs.office@utoronto.ca. Student Societies must also follow gathering limit guidelines as specified in the instructions on Phase 1, 2, 3 outlined in Table 1, and submit their SEAT and SAT to ehs.office@utoronto.ca (please see and Category #4 in Table 1).

4) **Physical distancing** measures (2 metres or greater) apply to all scenarios below. There are some exemptions for social bubbling at weddings – please refer to local public health guidance.

5) 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.

The following table has been updated per lockdown measures effective November 23, 2020:

<table>
<thead>
<tr>
<th>Organized Public Event/Social Gathering organized/managed by a UofT unit</th>
<th>Outdoor</th>
<th>Indoor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max attendees: 10</td>
<td></td>
<td>Max attendees: no indoor public or social gatherings exempt those in the same household up to 10 persons (e.g. students living in same suite or townhouse or same floor of a residence)</td>
</tr>
</tbody>
</table>

For future planning - Space: Multiple (more than one) separate gatherings at outside locations are permitted depending on set up / physical infrastructure of space. Note: there is a potential for multiple events to be considered one single gathering if multiple large gatherings share parts of the space including same entrances/exits, washrooms, hallways (each proposed event to be assessed case-by-case through the EAT review).

Space: Multiple (more than one) separate gatherings at indoor locations are permitted depending on set up / physical infrastructure of space. Note: there is a potential for multiple events to be considered one single gathering if multiple large gatherings share parts of the space including same entrances/exits, washrooms, hallways (each proposed event to be assessed case-by-case through the EAT review).
<table>
<thead>
<tr>
<th><strong>Outdoor</strong></th>
<th><strong>Indoor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td>Max attendees: no indoor public or social gatherings exempt those in the same household up to 10 persons (e.g. students living in same suite or townhouse or same floor of a residence)</td>
</tr>
</tbody>
</table>

**Organized Public Event/Social Gathering organized/managed by a UofT student group/club/society**

Max attendees: 10

**Meeting/Event rental space organized/managed by a UofT unit**

Total number of members of the public permitted to be in all of the rentable meeting or event space in the business or place at any one time: lockdown – no events are to be held.

*For future planning - 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.*

**Wedding ceremony organized/managed by a UofT unit**

Max attendees: 10

**Only the ceremony is covered by the “wedding” provisions. A wedding reception falls under the provisions for a “social gathering”**.
<table>
<thead>
<tr>
<th>Event Type</th>
<th>Outdoor</th>
<th>Indoor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organized public event, social gathering, social gathering associated with a wedding in residences (including mix-use buildings that contain a residence)</td>
<td>Max attendees: 10</td>
<td>Max attendees: no indoor public or social gatherings exempt those in the same household (e.g. students living in same suite or townhouse)</td>
</tr>
<tr>
<td>Supervised common spaces in buildings (e.g. study spaces, lounges, outdoor skating rink) that do not include a residence</td>
<td>Max attendees: based on physical distance</td>
<td>Max attendees: based on physical distance</td>
</tr>
<tr>
<td></td>
<td>Collect information for contact tracing; use booking system to manage occupancy and confirm self-screening</td>
<td>Collect information for contact tracing and use booking system to manage occupancy and confirm self-screening</td>
</tr>
<tr>
<td>Prayer spaces</td>
<td>Max attendees: 10</td>
<td>Max attendees: 10</td>
</tr>
<tr>
<td></td>
<td>Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some attendees participate online, use/book large spaces.</td>
<td>Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some attendees participate online, use/book large spaces.</td>
</tr>
<tr>
<td>Workplace meetings (essential)</td>
<td>Max attendees: 10</td>
<td>Max attendees: 10</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Film productions authorized by the University (e.g. film shoots such as movies and TV shows, filming for the purposes of broadcasting or)</td>
<td>Max attendees: based on physical distancing but not to exceed 100 for large film productions (e.g. movie shoots, TV shows). For media interviews and activities supporting broadcasting/streaming internal virtual events, a maximum of 10 persons or less.</td>
<td>Max attendees: based on physical distancing but not to exceed 50 for large film productions (e.g. movie shoots, TV shows). For media interviews and activities supporting broadcasting/streaming internal virtual events, a maximum of 10 persons or less.</td>
</tr>
<tr>
<td><strong>outdoor</strong></td>
<td></td>
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<tr>
<td>------------</td>
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<td></td>
</tr>
<tr>
<td><strong>Indoor</strong></td>
<td></td>
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</tbody>
</table>

**Notes:**

- *New filming activities should be avoided when we are in grey/lockdown*
- *Those filming activities already with approved GATs proceed in line with all applicable protective measures*
- *If new filming activities MUST proceed as per unit lead (e.g. Dean) then all applicable provincial and local public health measures apply*

1) Per Table 1, external film crew must complete the [COVID-19 Contractor/Externals Safety Acknowledgement Form](https://example.com).
2) 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).
3) If filming outdoors and indoors concurrently, it is recommended that indoor and outdoor filming must be planned as separate activities utilizing separate facilities (e.g. washrooms, entrances) and minimize mingling between the two groups.