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

## 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:

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

Please review the GWG Chapter 11 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.

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 know 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: 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)

- 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 must ensure the Contractor/External Acknowledgement form is completed for the external event.

### 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) – 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

Departments are encouraged to review their activities and to gradually phase in in-person events where feasible. As more researchers, students and staff return to campus, departments are expected to plan events with local facilities management or property management groups to mitigate potential issues with congestion, physical distancing, etc. in common spaces. For more information on returning to campus, please refer to the most recent all-community COVID-19 planning memo update.

Important notes:

1) When planning activities, please also refer to Ontario's COVID-19 Response Framework and relevant regulations:
   - Step 1 regulations: https://www.ontario.ca/laws/regulation/200082
   - Step 2 regulation: https://www.ontario.ca/laws/regulation/200263
   - Step 3 regulation: https://www.ontario.ca/laws/regulation/200364

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, etc.

3) 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.

4) Dancing is not permitted at events except for live entertainment.

5) ***The government has announced mandatory use of the enhanced QR codes in certain operations including athletics facilities, food and drinking establishments and indoor event spaces.***

6) 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 (enhanced vaccinate certificate with QR code, using the Verify ON app), 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.

7) For 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% 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). Similar, for any requirement to operate at 25% 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 25% capacity is determined by taking 25% 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.

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- 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>
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</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: 25</td>
<td>Max attendees: 10</td>
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<td>Includes: Social gatherings associated with weddings, funerals or religious service, rite or ceremony NOT held in a professional venue (see Note 7)</td>
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<tr>
<td>Events and gatherings held in a professional event venue (see Note 7)</td>
<td>Indoor – Yes</td>
<td>Not required but recommended where feasible.</td>
<td>Max attendees: n/a; however it is recommended that outdoor events be capped at 100 persons; please contact EHS for assistance if you need to exceed this number.</td>
<td>Max attendees: 50% capacity; however it is recommended that indoor events be capped at 50 persons; please contact EHS for assistance if you need to exceed this number.</td>
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<td>This does NOT include wedding receptions. For wedding receptions see the above section.</td>
<td>Outdoors – No, unless normal capacity is &gt; 20,000 persons</td>
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<td>For wedding ceremonies, please see below.</td>
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<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>Yes</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. 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. Dancing, singing, karaoke is NOT permitted indoor meeting and event spaces. For live entertainment, physical distancing between the performers and the audience must be 2 metres unless separated by an impermeable barrier.</td>
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<td>EHS Recommendations</td>
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<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>Wedding ceremony / religious service organized/managed held in a professional event venue</td>
<td>n/a*</td>
<td>Yes</td>
<td>Max attendees: Capacity is determined by physical distancing (2m)</td>
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<td>It is recommended that outdoor events be capped at 100 persons; please contact EHS for assistance if you need to exceed this number.</td>
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<td>Only the ceremony is covered in this section. Not including prayer spaces (see below)</td>
<td><strong>EHS Recommendations</strong>&lt;br&gt;•  Masks are encouraged to be worn during professional photography but if there is a request to remove masks:&lt;br&gt;  a) Physical distancing must be observed between each individual who are not in the same household&lt;br&gt;  b) Masks are removed temporarily while the photo is being taken; masks are put back on immediately after the photo is taken&lt;br&gt;  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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<td><em>For professional event venues, facility may opt into check proof of vaccination for all patrons, capacity limit based on physical distancing is not required. Signage that proof of vaccination is required must be posted.</em></td>
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</table>
| Academic Related (Essential In Person Instructional) Study Spaces | Yes – Ucheck can be used in lieu of the enhanced vaccination QR code as provincial regulations do not require QR codes for academic activities. | Not required but recommended where feasible. | Max attendees: n/a | Max attendees: Not applicable. However, a maximum of 25 is recommended if feasible.<br>Please refer to Ch 10 of the GWG, under “In-person instruction (including academic related study spaces)” for guidance on public health requirements (e.g. contact tracing/proof vaccination at the point of entry and/or through rotational/regular monitoring, signage, no public access, no activities that would
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<td><strong>Prayer spaces</strong> (not including religious services or ceremony) – social gathering limits apply.</td>
<td>No</td>
<td>Yes</td>
<td>Max attendees: 25  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>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.</td>
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<td><strong>Workplace meetings</strong> (essential) – for clarity, workplace activities such as training or meetings are not “events”</td>
<td>No</td>
<td>Yes</td>
<td>Max attendees: 25 (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.</td>
<td>Max attendees: 10(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.</td>
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<td><strong>Film activities authorized by the University (e.g. commercial film/tv productions, filming by an external company for the purposes of broadcasting)</strong></td>
<td>No</td>
<td>Yes</td>
<td>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, entry/egress.</td>
<td>Max attendees for commercial film/tv productions: 50% capacity for indoor audiences –please ensure that consideration is given to logistical restraints of buildings to mitigate unnecessary congestion e.g. elevators, entry/egress.</td>
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<td>or recording for virtual events)</td>
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<td>Notes:</td>
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<td>1)  <em>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.</em></td>
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<td>2)  <em>Per Table 1, the external company (e.g. external film crew) must complete the COVID-19 Contractor/Externals Safety Acknowledgement Form.</em></td>
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<td>3)  <em>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, stanchions, security personnel).</em></td>
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