

**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:*

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.

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 Events Guidelines. The Guidelines distinguishes between internal and external event organizers. In [Step 3](#), events for internal and external groups are permitted. Events must be permitted by the Step 3 regulation, follow all public health and provincial requirements and recommendations outlined in the Ch 3 of the [Events Guidelines](#).

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.

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 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-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 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](mailto: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/>) 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](mailto: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**

**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>

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](#) (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 physical distancing (3m) and public may be required in some circumstances involving singing or wind instrument musician . Please refer to the Ch3 of the COVID-19 General Workplace Guideline , under Dramatic Performances and Music Club Rehearsals.
- 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) **Food and drink establishment with dance facilities:**
  - Indoors: max capacity is 4.4 m<sup>2</sup> per person – Step 3 requires 25 % of the maximum occupant load of the business or facility, or part of a business or facility, as applicable, as calculated in accordance with Ontario Regulation 213/07 (Fire Code), made under the Fire Protection and Prevention Act, 1997.), not exceeding 250 persons, which ever is less.
  - Outdoors: 75% capacity, no to exceed 5000 persons. As defined in the Step 3 regulation, for an outdoor capacity of 75%: the maximum number of members of the public permitted in a business or facility that is operating in an outdoor setting at 75 per cent capacity is determined by taking the total square metres of area accessible to the public, dividing that number by 1.33, and rounding the result down to the nearest whole number.
- 6) For all indoor events, **proof of ID and vaccination** is require for all event participants (including students and visitors) *at the point of entry*. Effective Oct. 29, 2021, UofT community members who have access to the Ucheck app may use their GREEN Ucheck screen to demonstrate proof of vaccination and ID. Event staff, coordinators and volunteers who are verifying this information must check the name, time and date on the Ucheck screen. Individuals who do not have the Ucheck app (e.g. external persons, visitors etc.) must show a vaccination receipt or enhanced vaccine certificate and proof of ID, please refer to the COVID-19 [Vaccination Verification Decision Guide](#). For more information, please refer to the Vaccination Section in Ch 3 [COVID-19 General Workplace Guideline](#). 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.
- 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 vaccination, health screening, 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.

Type of Gathering	Proof of vaccination or ID/Ucheck (see Note 6) at the POINT OF ENTRY in addition to the <a href="#">UofT Guideline on Vaccination</a>	Physical distancing?	Outdoor	Indoor
<b>Organized Public Event/Social Gathering NOT held in a professional event venue (see Note 7)</b>	Indoor – Yes  Outdoors – No, unless normal capacity is > 20,000 persons	Yes	Max attendees: 100	Max attendees: 25
			<p>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.</p> <p>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).</p>	
<b>Events and gatherings held in a professional event venue (see Note 7)</b>  Includes wedding receptions. For wedding ceremonies, please see below.  Food and drink establishment <u>with</u> dance facilities – see Note 5.	Indoor – Yes  Outdoors – No, unless normal capacity is > 20,000 persons	Not required but recommended where feasible.	Max attendees: Not applicable.	Max attendees: Not applicable.
			<p>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.</p> <p><b>EHS Recommendations</b></p> <ul style="list-style-type: none"> <li>It is recommended that events be capped at 50 persons (indoors) or 100 persons (outdoors). If you need to plan an event that exceeds this number, please contact EHS to discuss.</li> </ul>	

Type of Gathering	Proof of vaccination or ID/Ucheck (see Note 6) at the POINT OF ENTRY in addition to the <a href="#">UofT Guideline on Vaccination</a>	Physical distancing?	Outdoor	Indoor
			<ul style="list-style-type: none"> <li>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.</li> <li>Masks requirements: Non-medical masks should be worn 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 <a href="#">Events Guidelines</a>). For <b>outdoor</b> 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.</li> </ul>	
<p><b>Wedding ceremony / religious service organized/managed held in a professional event venue</b></p> <p>Only the ceremony is covered in this section.</p> <p>Not including prayer spaces (see below)</p>	Indoor and outdoor: Yes	Not required but recommended where feasible.	Max attendees: Not applicable	Max attendees: Not applicable
			<p><b>EHS Recommendations</b></p> <ul style="list-style-type: none"> <li>It is recommended that outdoor events be capped at 50 persons indoors and 100 persons (outdoors). If you need to plan an event that exceeds this number, please contact EHS to discuss.</li> <li>Masks are encouraged to be worn during professional photography but if there is a request to remove masks: <ul style="list-style-type: none"> <li>a) Physical distancing must be observed between each individual who are not in the same household</li> <li>b) Masks are removed temporarily while the photo is being taken; masks are put back on immediately after the photo is taken</li> <li>c) Limit photography with guests from different households to 15 minutes or less in total and where possible, hold it outdoors</li> </ul> </li> </ul>	

Type of Gathering	Proof of vaccination or ID/Ucheck (see Note 6) at the POINT OF ENTRY in addition to the <a href="#">UofT Guideline on Vaccination</a>	Physical distancing?	Outdoor	Indoor
<b>Academic Related (Instructional) Study Spaces</b>	Yes	Not required but recommended where feasible.	<p>Max attendees: Not applicable</p> <p>Please refer to Ch 3 of the GWG, under “Academic Related (Instructional) 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 require masks to be removed such as eating, etc.).</p>	<p>Max attendees: Not applicable. However, a maximum of 25 is recommended if feasible - if you need to plan an event that exceeds this number, please contact EHS to discuss</p> <p>Please refer to Ch 3 of the GWG, under “Academic Related (Instructional) 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 require masks to be removed such as eating, etc.).</p>
<b>Prayer spaces</b> (not including religious services or ceremony)	No	Yes	<p>Max attendees: 100</p> <p>Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some attendees participate online, use/book large spaces.</p>	<p>Max attendees: 25</p> <p>Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some attendees participate online, use/book large spaces.</p>
<b>Workplace meetings (essential)</b> – for clarity, workplace activities such as training or meetings are not “events”	No	Yes	<p>Max attendees: 100</p> <p>Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some</p>	<p>Max attendees: 25 (recommended) - if you need to plan an event that exceeds this number, please contact EHS to discuss.</p> <p>Collect information for contact tracing; where possible divide into small groups and have multiple meetings, have some</p>



Type of Gathering	Proof of vaccination or ID/Ucheck (see Note 6) at the POINT OF ENTRY in addition to the <a href="#">UofT Guideline on Vaccination</a>	Physical distancing?	Outdoor	Indoor
			attendees participate online, use/book large spaces and where possible, hold outdoors.	attendees participate online, use/book large spaces and where possible, hold outdoors.
<b>Film activities authorized by the University (e.g. commercial film/tv productions, filming by an external company for the purposes of broadcasting or recording for virtual events)</b>	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 unnecessary congestion e.g. elevators, entry/egress.	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.
			Notes:  1) <i>For commercial film/tv productions, the production company is responsible for ensuring that operations are 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.</i>  2) Per Table 1, the external company (e.g external film crew) must complete the <a href="#">COVID-19 Contractor/Externals Safety Acknowledgement Form</a> .  3) 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).	