Framework for Meetings and Events Occurring During the COVID-19 Pandemic

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University of Guelph Framework for Meetings and Events Occurring During the COVID-19 Pandemic

Preamble:
The purpose of this document is to provide a framework for departments considering hosting an internal or external meeting or event that uses University of Guelph buildings and University managed facilities, outside and inside, including but not limited to those on its main campus in Guelph, Ridgetown campus and research stations. Guelph-Humber will be subject to Humber College requirements and procedures.

This document contains key principles which should be used by event planners, departments and colleges to consider whether an event should be hosted. The framework also includes health and safety guidelines and additional resources for approved events being planned to support departments to follow COVID-19 protocols.

It is important to note that during the COVID-19 pandemic, and until further notice, non-Athletics-related events organized by a Registered Student Organization without an assigned University staff or faculty supervisor or leader who shall be responsible for supervision of student participants and for enforcing safety procedures must be approved according to the Student Events & Risk Management (SE&RM) submission process. Submissions will be reviewed by the University’s SE&RM committee.

It should also be recognized that, due to the changing state of affairs related to the pandemic, this framework may be modified, replaced, or superseded by other plans or directives, as necessary.

Definitions:
Event: All organized indoor and outdoor events and social gatherings (e.g. fundraisers, receptions, conferences, celebrations) that use University of Guelph meeting and event spaces, with the exception of activities that align with an approved research management plan or with events and activities already operating in accordance with an approved College or Departmental Operational Plan.

Visitor: An individual who is not a registered student or an employee paid directly by the University of Guelph.

Approval Process
• Deans, AVPs and Department Heads are responsible for determining which events should proceed.

Event Principles
The following event principles should be considered when determining whether an event should hosted:

• Aligns with U of G core mission of research and teaching or focuses on the student experience or prospective student recruitment.
• Aligns with current Government reopening guidelines and University of Guelph health and safety measures.
• Considers the number of visitors using University of Guelph buildings and University facilities, both indoor and outdoor with the goal of limiting visitors to campus.
• Considers the impact of the event on building capacity and traffic flow.
• Considers community perception of the event being hosted at U of G.
Guidelines:

General Guidelines

- Check for proof of vaccination or exemption with proof of a negative COVID-19 test within the last 72 hours.
  - Internal events and meetings with students, faculty and staff do not require checking of vaccination receipts and ID or approved exemption and ID.
  - Events or meetings with visitors require checking of vaccination receipts and ID OR approved exemption AND ID AND photo proof of a negative rapid test result within 72 hours of the event.
  - An individual is considered fully vaccinated if they have received:
    - The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
    - One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada,
    - Three doses of a COVID-19 vaccine not authorized by Health Canada; and
    - They received their final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.
- Allow for 2 metres of physical distancing for participants.
- All participants must complete the University of Guelph daily screening form before attending the event and show the event organizer or designate their green checkmark indicating they are permitted to be at the University of Guelph location (active screening).
- Participants must wear a mask that covers their nose, mouth and chin, unless they are entitled to any of the exceptions outlined by the Government of Ontario.
- Provide hand cleaning/sanitization supplies for participants.
- Follow allowable indoor and outdoor capacity limits by the Province of Ontario with capacity limits posted for the event.
- No external foods permitted.

Key Guidance Documents

- Ontario E-Laws – Rules for Areas at Step 3 (or the most current version)
- University Operations: Rebound & recovery, Measures to Prevent COVID-19 in the Workplace
- Student Experience Risk Management COVID-19 Checklist
- University of Guelph COVID-19 Vaccination Policy
- Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act