



## Framework for Events Occurring During the COVID-19 Pandemic

October 14, 2021

**Updated: February 8, 2022**

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

## Preamble:

The purpose of this document is to provide a framework for University of Guelph employees and departments considering hosting in-person or hybrid employee-led, supervised or endorsed internal or external events that use University of Guelph buildings and University managed facilities, outside and inside, including but not limited to those on its Guelph or Ridgeway campuses and research stations. Guelph-Humber will be subject to Humber College requirements and procedures.

Events being hosted in non-University of Guelph buildings or University managed facilities not managed by U of G should have health and safety standards that are equivalent to, or better than, institutional measures (see guidelines section for more information). Environmental Health and Safety can provide guidance on events hosted in non-University of Guelph buildings and non-U of G managed facilities.

It is important to note that until further notice, non-Athletics-related events organized by a Registered Student Organization without an assigned University staff or faculty supervisor or leader (who is required to be responsible for supervision of student participants and shall enforce 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.

This document contains key principles to guide event planners, departments, and Colleges in determining whether an event should be hosted. It describes the requirements under [O. Reg. 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#), and further guidance from the University of Guelph to support how an event should be planned.

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that, due to the changing state of affairs related to the pandemic, this framework may be modified, replaced, or superseded by other plans or directives, as necessary. The Government of Ontario has announced further restrictions will be lifted on February 21, 2022. If this occurs, once provincial regulations are posted, the framework will be updated.

## Definitions:

**Event:** All organized indoor and outdoor events and gatherings (e.g., fundraisers, receptions, conferences, celebrations) that use University of Guelph 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. If the event being planned does not have a Dean/AVP or Department Head to provide approval, details of the event should be submitted to the Return to Campuses Steering Committee at [r2w@uoguelph.ca](mailto:r2w@uoguelph.ca).

## Event Principles

The following event principles must be considered when determining whether an event should be hosted. The event:

- Aligns with current Government reopening guidelines, Wellington-Dufferin-Guelph Public Health requirements and 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 health and safety concerns about the event size, space, etc., being hosted at U of G.
- Consider any penalties or financial hardship from cancelling the event.
- Consider any strategic or reputational risks for hosting or non-hosting the event.

## Guidelines:

### Contingency Planning

- All events being planned should have a contingency plan in place. Due to the continually changing nature of the COVID-19 pandemic, the possibility exists that the province or local public health may change guidelines.
- The Government of Ontario's [Returning to Our Plan to Safely Reopen Ontario](#) states the intention to increase capacity limits to 100% for indoor meeting and event spaces where proof of vaccination is required effective February 21, 2022. Departments and units can plan for in-person summer and fall 2022 events with caution.

### Capacity Limits

- Generally, indoor events should be limited to 25 people.
- The room used for the event should be large enough that all attendees can maintain at least two metres of physical distance at all times.
- Individuals wanting to host an event with more than 25 people should contact hospitality services at [spevent@uoguelph.ca](mailto:spevent@uoguelph.ca) or individual booking units (i.e. Athletics, University Centre).
- The person responsible for the event must ensure that prior to vaccination verification all patrons waiting in line must maintain a distance of two metres from others.
  - Place visual markers spaced two metres apart (e.g. tape on the floor, pylons, signs) to encourage physical distancing while in lines.

### Proof of Vaccination

- Required for any indoor events where attendance cannot be strictly limited to students, faculty and/or staff and for outdoor events in an area with a normal capacity of 20,000 or more people.
  - Event attendees, with the exception of children under the age of 12, are required to show proof of being fully vaccinated, proof of a valid exemption (i.e. enhanced vaccination exemption certificate with QR code), or, for students, faculty and staff, proof of a University-approved exemption based on medical or religion/creed grounds AND government issued ID to access event spaces.
  - More information on proof of vaccination, including information on the Verify ON App to validate proof of vaccination, can be found on the Government of Ontario's January 27, 2022 [Proof of Vaccination Guidance under the Reopening Ontario Act, 2020](#) document.

- Volunteers must submit their proof of vaccination information to the University of Guelph Alternate [Proof of Vaccination and Exemption System](#). Event organizers must also check proof of vaccination of any events volunteers.
  - 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 (Moderna or Pfizer) 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.

#### **Active Health Screening**

- The person responsible for the event must ensure that all participants 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).
- Advise staff/volunteers to report illness to their supervisor/managers and to stay home if sick.

#### **Masks, PPE, and Cleaning Supplies**

- Participants must wear a medical-style mask that covers their nose, mouth and chin, unless they are entitled to any of the [exceptions](#) outlined by the Government of Ontario and are complying with University of Guelph practices. Proof of exemption from mask wearing is not required to access campus events.
- Masks may be temporarily removed to consume food or drink.
- For individuals providing service in an indoor area, e.g., employees and volunteers, appropriate personal protective equipment that covers the eyes, nose must be worn if the person
  - Is required to come within two metres of another person who is not wearing a mask or face covering, for example, when screening patrons; and
  - Is not separated by plexiglass or some other impermeable barrier.
- Provide hand cleaning/sanitization supplies for participants.

#### **Signage**

- It is recommended that [COVID-19 Self-Assessment](#) signage, which can be downloaded from the Physical Resources [website](#) is posted for passive screening.

#### **Food and beverage**

- Food and beverage must be supplied by internal campus providers on the Guelph campus or by a professional caterer at other locations.

#### **Event Registry**

- Until further notice, events must be submitted to the [University of Guelph Events Registry](#) to track the number of events occurring at the University of Guelph.

#### **Waivers**

The University of Guelph COVID-19 waiver is being updated for the spring 2022 semester. More details and instructions will be available soon.

#### **Additional Support**

Department or Committee	Name and contact	Description of Support
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<b>Office of Ceremonies and Events</b>	Claire Alexander calexand@uoguelph.ca	For support in planning events.
<b>Hospitality Services</b>	Lisa Tersigni-Holt ltersigni@hrs.uoguelph.ca	For questions about hospitality service at events.
<b>Office of Government Relations and Community Engagement</b>	David Mullock mullockd@uoguelph.ca	For support with government regulations.
<b>Student Events and Risk Management</b>	Joy Rojas jay.rojas@uoguelph.ca	For questions about the student event and risk management process for events organized by a Registered Student Organizations
<b>Return to Campuses Steering Committee</b>	Melissa Horan r2w@uoguelph.ca	For support in planning events.
<b>Environmental Health and Safety</b>	Christi Cooper mcooper@uoguelph.ca	For support in event risk assessment.
<b>Ridgetown Campus Events</b>	Joanne Gervais gervaisj@uoguelph.ca	For Ridgetown specific questions.

#### Key Guidance Documents

- [Ontario E-Laws – Rules for Areas at Step 3 and the Roadmap Exit Step](#) (or the most current version)
- [University of Guelph COVID-19 Vaccination Policy](#)
- [Proof of Vaccination Guidance under the Reopening Ontario Act, 2020](#)