**UBC Event Safety Plan - COVID-19/Communicable Disease Prevention**

**Complying with Provincial Health Orders and Notices**

Event organizers are responsible for planning an event and creating a plan intended to prevent the transmission of communicable diseases, like COVID-19, that meets the requirements of any [orders, notices, or guidance issued by the Provincial Health Officer](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus), and the appropriate health authority, relevant to their proposed activities, at the time of the proposed event.

The purpose of this plan is to outline relevant event details and will describe how the event organizer will ensure compliance to current Public Health orders and notices.

**Regulatory Context**

[BC Restart Plan](https://www2.gov.bc.ca/gov/content/covid-19/info/restart?bcgovtm=20201118_GCPE_AM_COVID_1_NOTIFICATION_BCGOV_BCGOV_EN_BC__NOTIFICATION)

[Provincial Health Office Orders and Notices](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus#orders)

[WorkSafeBC – COVID-19 & Communicable Disease](https://www.worksafebc.com/en/covid-19)

[BC Centre for Disease Control – Event Planning](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/event-planning)

[Post-Secondary Go-Forward Guidelines](https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/studying-during-covid-19)

**Responsibility**

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus.

**For all events:**

Before hosting, participating in, officiating at or being a spectator at, or for any other reason being present at an event, a person must carry out a health check. **A person who has not passed the health check must not be present at an event.** The organizer should plan for dedicated isolation areas and travel provisions for individuals showing symptoms of illness while waiting for transportation home or to a medical center.

If a person who becomes unwell during an event:

* In an emergency, call 911.
* Anyone who is ill or believes they have COVID-19 symptoms must isolate from the event and complete the BC self-assessment tool at <https://bc.thrive.health/> or call 811 and follow the instructions provided.

*Note: UBC will defer to Public Health to manage any notifications. UBC will assist in distributing these notifications if required.*

**UBC COVID-19 Campus Rules**

[UBC COVID-19 Campus Rules](https://srs.ubc.ca/covid-19/ubc-campus-rules-guidance-documents/) apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

* **Daily Health Self-Assessments**: required of everyone prior to attending campus
* **Stay home if you are sick:** If you feel sick stay home use the [BC's COVID-19 Self-Assessment Tool](https://bc.thrive.health/covid19/en) for guidance. Follow the advice from [Public Health](https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions)
* **Mandatory Training**: [UBC Go Forward COVID-19 Safety Planning Training](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-gfsp) required of employees
* **Signage:** Everyone must follow relevant signage when moving around UBC campuses or worksites.
* **COVID-19 safety plans & communicable disease plans:** Supervisors will ensure that all faculty, staff are familiar with the latest guidance from the Provincial Health Officer as it relates to their work areas.
* **Requirement to wear Face Coverings**: All persons on UBC premises must wear an appropriate face covering when in indoor public spaces of buildings. For a complete list of exceptions and details on mask requirements, refer to the [UBC COVID-19 Campus Rules](https://srs.ubc.ca/covid-19/ubc-campus-rules-guidance-documents/)
* **Following Direction of Public Health**: as it relates to [PHO Orders](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus), contact tracing and isolation requirements
* **UBC Rapid Testing Requirement**: all students, faculty & staff are required to be regularly tested for COVID-19 but can be exempt from this requirement by disclosing if they are fully vaccinated through the confidential UBC Vaccination Status Declaration. Please see <https://rapidtesting.covid19.ubc.ca/>for more information

For further information and complete list of rules, visit [UBC Campus Rules & Guidance Documents](https://srs.ubc.ca/campusrules/).

Frequently asked questions about COVID-19 protocols at UBC can be found [here](https://srs.ubc.ca/covid-19/return-to-campus-faq/).

**Event Plan Best Practices: Preventing the Transmission of Communicable Diseases**

Follow these basic best practices and do your part to prevent the transmission of communicable diseases:

* If sick, stay home
* Follow rules and guidelines from the Province, UBC and host location
* Clean your hands
* Get vaccinated if you are able
* Respect personal space
* Consider people’s situations & comfort levels
* It’s always safer outdoors

**Prohibited Types of Events**

A person must not permit a place to be used for ***OR*** must not organize an inside event for the following purposes:

* Wedding reception
* A funeral reception not held at a funeral home
* Sponsored or ticketed party
* A gathering for acknowledging or celebrating a significant event such as a birth, birthday, a coming of age, an upcoming marriage, a promotion, the receipt of an award, a retirement or a celebration of life

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| [ ]  **I acknowledge that the event that is being proposed in this plan is not for any of the purposes outlined above** |

**Event Details**

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| **EVENT NAME** |  |
| **EVENT DATE**(s) |  |
| **EVENT TIME**(s) |  |
| **EVENT LEAD/ORGANIZER** (Name) |  |
| **UBC EVENTS ONLY:** |  |
| **DEAN/DEPT HEAD/VP/RELEVANT LEADER/APPROVER** |  |
| **APPROVAL STATUS** | [ ]  Approval Received [ ]  Approval Pending  |
| **EVENT LOCATION** (Building/Outdoor) |  |
| **EVENT LOCATION** – (Room / Area) |  |
| **NUMBER OF PARTICIPANTS ATTENDING** |  |

**Describe the event:**

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**Provide a timetable of event:**

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Ensure that [to consult for your Health Regional restrictions](https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions?bcgovtm=20210311_GCPE_Vizeum_COVID___Google_Search_BCGOV_EN_BC__Text) before completing the application below.

**Determine Activity, Gathering or Event**

*Choose one option that best describes your activity in Section A to E*

1. *If you event falls within Section A or B, no further information is required. Save and submit for approval*
2. *If you event falls within Section C,D or E, Public Health Order Compliance is required, fill in the applicable sections and submit for approval*

**DEFINITIONS:**

1. Event means a sports tournament or a gathering of participants in a place for an inside or outside event
2. An event held in a tent with one or more sides is an inside event
3. An event held in a tent without any sides is an outside event
4. “participant” means a person present at an inside event including an audience member or a spectator, but does not include an organizer, event staff member, official, volunteer, officiant, or any other person who is acting in an official or service capacity, or a paid performer, player or athlete, or a child or youth participating in a program for children or youth
5. “program for children or youth” means a structured educational program, not provided by a school, including music, art, drama, dance recreational, sport, exercise, or social activity and provided primarily for persons under 22 years of age, but not including parenting programs or breast feeding programs

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| **A.** | Educational activity **facilitated by the institution** (select specific details below)*[No further info required – submit for approval]* |
|[ ]  Lecture  |[ ]  Presentation  |
|[ ]  Lab  |[ ]  Formal Study Group  |
|[ ]  Seminar  |[ ]  Tutorial  |
|[ ]  Workshop  |[ ]  Orientation |
|[ ]  Demonstration  |[ ]  K-12 Educational Activity |
| **B.** | Worship Services *[No further info required – submit for approval]* |
|[ ]  Worship services using 100% seated capacity where the officiant and all participants over the age of 11 years are vaccinated  |
|[ ]  Worship services using up to 50% of the seated capacity where the officiant and all participants over the age of 11 years are **not** vaccinated |
| **C.** | Outside Event [*Proceed to the “Public Health Order Compliance – OUTSIDE Events” section]* |
|[ ]  Outside Event (organized gathering of participants in an outside place) |
| **D.** | Inside Event *[Proceed to the “Public Health Order Compliance – INSIDE Events” section]* |
|[ ]  Seated (no more than 50% of the seated capacity) |
|[ ]  Standing (no more than 50% of the standing capacity) |
|[ ]  Both (Seated and Standing) |
|[ ]  Gathering of participants in an inside place for the purpose of a swimming or sports activity |
|[ ]  A program for children or youth in an inside place |
| **E.** | Exercise, Fitness or Dance *[Proceed to the “Public Health Order Compliance – Proof of Vaccination ” section]* |
|[ ]  Gathering of participants in an inside place for the purpose of an exercise or fitness activity or class or a dance class, but not including a swimming activity with the following in place:* At least 7 m2 of useable space per person
* No more than a total of 25 people in the room
* Safety measures outlined in the Indoor Exercise & Fitness Facility COVID-19 Guidance document is in place
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**Public Health Order Compliance – OUTSIDE EVENTS**

*Detail below how the event will comply with all the PHO requirements outlined in* [*Gatherings and Events — January 27, 2022*](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus) *and then proceed to the Proof of Vaccination Section and complete the remainder of this safety plan*

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| **PHO Requirement** | **Event Compliance**  |
| How many persons will be present for this event?*(Note: No more than 5000 persons can be present or 50% of the seated operating capacity of a place is used)*  |  |
| What is the seated capacity of the space? |  |
| Name of the organizer? |  |
| How is access to the event controlled? |  |
| Seating needs to be available for each participant. How will you achieve this? |  |
| Participants need to be seated throughout the place in such a way as to use all available space. How will you achieve this? |  |
| If there is a food or drink station, how will you achieve the following:1. hand washing facilities or alcohol-based sanitizers are within easy reach of the station;
2. signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station; and
3. high touch surfaces at the station, and utensils that are used for self- serve, are frequently cleaned and sanitized.
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| Hand sanitation supplies need to be readily available to participants. How will you achieve this? |  |
| Toilet facilities with running water, soap and paper towels for hand washing and drying purposes, or hand sanitation supplies, are available for participants. How will you achieve this? |  |

**Public Health Order Compliance – OUTSIDE EVENTS (cont’d)**

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| **PHO Requirement** | **Event Compliance**  |
| The organizer monitors the number of persons present, and ensures that the number of persons present does not exceed the maximum number permitted for the event. How will you achieve this? |  |
| If there is more than one area in which events may be held in a place, there may be an event in each of the areas. Please describe if this is the case for your event. |  |

**Public Health Order Compliance – INSIDE EVENTS**

*Detail below how the event will comply with all the PHO requirements outlined in* [*Gatherings and Events — January 27, 2022*](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus) *and then complete the remainder of the sections in this safety plan]*

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| **PHO Requirement** | **Event Compliance**  |
| What is the seated capacity of the place? | [ ]  N/A, the event is standing |
| What is the standing capacity of the place? | [ ]  N/A, the event is seated |
| How many people will be present at the event?*(Note: capacity limits are 50% regardless of the size of the venue)*  |  |
| Name of the organizer? |  |
| How is access to the event controlled? |  |
| There must be a seat available for each participant and participants must be seated throughout the place in such a way as to use all available space. How will you achieve this? For standing-up events, write N/A |  |
| Participants must be seated throughout the event and not move from seat to seat or table to table. How will you achieve this? |  |
| How many participants will sit at a table?For standing-up events, write N/A | [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  6 |
| Participants must be seated throughout the event except:1. to use a food or drink station;
2. to use washroom facilities;
3. to provide assistance to another person who requires care or first aid;
4. to leave or return to the premises.

For standing-up events, write N/A | [ ]  This will be complied with at the event |

**Public Health Order Compliance – INSIDE EVENTS (cont’d)**

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| **PHO Requirement** | **Event Compliance**  |
| * 1. If there is a food or drink station, how will you achieve the following?
1. hand washing facilities or alcohol-based sanitizers are within easy reach of the station;
2. signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station; and
3. high touch surfaces at the station, and utensils that are used for self- serve, are frequently cleaned and sanitized.
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| Hand sanitation supplies need to be readily available to participants. How will you achieve this? |  |
| Toilet facilities with running water, soap and paper towels for hand washing and drying purposes or hand sanitation supplies are available for participants. How will you achieve this? |  |
| Dance floors are closed with [physical barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en) or occupied with tables, unless they are being used for a dance performance. How will you achieve this? |  |
| Participants do not dance, unless they are performing at an event or a child or youth participating in a program for children or youth. How will you achieve this? |  |
| If there is more than one area in a place in which events may be held, there may be an event in each of the areas. Please describe if this is the case for your event. |  |
| Face coverings are required at inside events. Exceptions outlined in the [*Face Coverings (COVID-19) Order*](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-face-coverings.pdf?bcgovtm=20210311_GCPE_Vizeum_COVID___Google_Search_BCGOV_EN_BC__Text) | [ ]  The organizer will ensure that participants comply with the face covering requirements  |

**Proof of Vaccination – Required for Inside AND Outside Events**

This section does not apply to:

1. A person under 12 years of age
2. A person 12 to 21 years of age who is participating in a program for children or youth in a sports event.
3. A person who is present at an event as a worker

Proof of vaccination is required for:

1. Inside events (as outlined in Section D above)
2. Adults (19+) who are employed to lead, supervise or assist with a program for children or youth (under 22 years of age)

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| **PHO Requirement** | **Event Compliance**  |
| An organizer must obtain proof that a participant is vaccinated by way of proof of vaccination. How will you achieve this? |  |
| An organizer must not permit a participant who has not provided the organizer with proof of being vaccinated by way of proof of vaccination to participate in an event. | [ ]  Check the box to indicate that you will comply with this requirement |
| If an event takes place on more than one day, the requirements in this section apply on each of those days. How will you achieve this? |  |
| An organized must scan the QR code on a vaccine card issued in Canada in order to determine whether a participant is vaccinated | [ ]  Check the box to indicate that you will comply with this requirement |
| An operator must not scan the QR code on a vaccine card with any tool other than a BC Vaccine Card Verifier App. | [ ]  Check the box to indicate that you will comply with this requirement |
| An organizer must not retain proof of vaccination or exemption provided by a participant, or use it for any purpose other than to confirm that a participant has been vaccinated or has an exemption | [ ]  Check the box to indicate that you will comply with this requirement |
| With written consent of a participant, an organizer may keep a record of the fact that the participant has provided proof of vaccination or exemption and the organizer may rely upon this record to satisfy the requirements in this Part with respect to future participation by the participant in an event at the same place. | [ ]  Check the box if this is applicable for your event and the organizer will be keeping a record [ ]  Check this box if you will not be keeping a record for your event  |

**Proof of Vaccination – Required for Inside AND Outside Events (cont’d)**

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| **PHO Requirement** | **Event Compliance**  |
| A person, including a parent must be vaccinated if the person is leading, supervising or assisting with a program for children or youth on a volunteer basis, including if the person receives an honorarium for doing so or required to be present with the child or youth at a program for children or youth. How will you verify this? | [ ]  Check the box if this is N/A for your event |
| A person who is not vaccinated must not lead, supervise, or assist with a program for children or youth on a volunteer basis, including if the person receives an honorarium for doing so or be present with a child or youth at a program for children or youth.  | [ ]  Check the box to indicate that you will ensure compliance with this requirement[ ]  Check the box if this is N/A for your event |

**Face Coverings**

A face covering must be worn in a manner that covers the nose and mouth. Face Coverings must be worn during all inside events unless actively eating/drink, actively presenting, participating in exercise activity or sport or otherwise indicated in the [Face Coverings Order](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus#orders)

**Communication Strategy**

**Describe where a copy of this safety plan will be kept in case it needs to be accessed during the event:**

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**Event patrons will be notified of protocols and expectations by:**

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**Relevant UBC Safety Plans**

If indoors in a UBC controlled space you can access relevant plans [here](https://srs.ubc.ca/safetyplans/).

**Sector-Specific / Venue-Specific Requirements**

Restaurants, public and leisure spaces at UBC may have their own sector-specific requirements. List any UBC managed, location-specific safety procedures that need to be followed:

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**Health & Safety Concerns**

* UBC Staff and Faculty should raise their concerns to their supervisor.
* In the event of an emergency please follow the applicable emergency response procedures, such as from the hosting facility or as required under other service agreements. *Note: This Plan may defer to the specific facility’s response procedures if contractually provided*
* For non-emergencies, event organizers or venue staff may contact ready.ubc@ubc.ca.

### **Approval Section**

***To be completed by the venue manager accepting the booking***

For assistance reviewing this plan you can contact ready.ubc@ubc.ca and a representative will be assigned to assist.

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|[ ]  **SATISFIES THE REQUIREMENTS OF THE RELEVANT ORDERS/NOTICES** |
|[ ]  **REQUIRES FURTHER REVIEW** |
|  | [Briefly provide context for decision]  |
|  |  |

**Appendices** (i.e. event/floor plan layout)