



## **COVID-19 Safety Plan for Meetings and Events**

### **With Food or Drink Provided**

COVID-19 safety plans are required for all Queen's University meetings and event events. This document provides the health and safety requirements related to COVID-19 and can serve as a general safety plan for meetings and events where food or drink are provided (regardless of whether physical distancing is in place).

Meeting/event organizers are required to ensure that all aspects of the safety plan are implemented. Additional documentation to outline mitigation measures for specific/unique locations or activities that are not covered in this more general safety plan must be completed and attached to this plan.

#### **Protocols Required When Food or Drink is Provided**

Meeting/event organizers are responsible for implementing the following protocols whenever food or drink is provided at a meeting or event. The obligations listed here may be delegated to the employees of the host whenever the meeting or event occurs in a business or rented space (e.g., a restaurant or hotel conference room).

All individuals in attendance must provide **ALL** of the following prior to entry:

- All individuals in attendance must provide **ALL** of the following prior to entry:
- proof of identification showing the person's name AND date of birth;
- proof of vaccination – **only an enhanced vaccine certificate with a QR code** is acceptable proof; **AND**,
- proof of active screening approval (SeQure app)

#### **Screening & Monitoring**

Signage is posted to remind all individuals to self-screen and to not enter if they are exhibiting any symptoms of COVID-19. For events where individuals are preregistered, information is distributed prior to the event via email, included in the registration package or posted on the event webpage, etc.

All participants are required to actively self-screen for COVID-19 BEFORE coming onto campus. All organizers and participants are required to complete the COVID-19 self-assessment tool in the [Queen's SeQure App](#) just prior to attending the event.

Attendees must show completion of their daily active screening using the [Queen's SeQure app](#) or for those without a cell phone/tablet or are having electronic difficulties, a [web version](#) and [a document version of the assessment](#) is available. Sanitized pens are available for participants use.

### **Proof of Personal Identification**

Organizers will verify identification of all participants and compare it against their proof of vaccination. The ID must include their:

Name

Date of birth

Examples of acceptable identification include:

- birth certificate
- driver's license
- government (Ontario or other) issued identification card
- passport
- citizenship card
- permanent resident (PR) card
- Indian Status Card or Indigenous Membership Card

### **Physical Distancing**

Capacity restrictions requiring two-metre distancing are not required if the same protocols described above for events and meetings with food or drink are in place.

If dancing is permitted, capacity limit is 25 % indoors and 75% outdoors, and masks must be worn at all times, indoors and outdoors, while dancing is permitted.

### **Masks**

All participants are required to wear Level 2 medical-grade [masks](#) at all time except when actively eating or drinking.

If individuals arrive without a mask or forget to put their mask back on after eating or drinking, event organizers have a process in place to remind them that masks are required, using [educative explanations](#). Organizers have extra masks available for those who do not have them.

If an individual refuses to comply with the masking requirement, organizers will call Campus Security and Emergency Services at 613-533-6111, who will send a security professional to address the situation.

### **Hand and Respiratory Hygiene**

Information is posted to remind participants to frequently wash or sanitize hands and use proper cough and sneeze etiquette. This information is also sent to meeting or event registrants in advance if appropriate.

Organizers ensure that there are measures in place to allow individuals to properly clean hands - for example, providing regular access to alcohol-based hand sanitizer or soap and water if easily accessible.

## **Cleaning and sanitizing processes**

A process is in place to disinfect chairs and tables and common touch points (door handles and light switches) by wiping them down with a disinfectant product such as sanitizing wipes pre and post the event/meeting or every four hours depending on the length of the event. Shared tools or objects are disinfected before and after each event/rotation. Assigned seating is preferred, alternatively organizers will request that individuals don't change seats during the event.

## **Crowd Control and Other Measures/Restrictions**

Event organizers have process in place to ensure that the participants are complying with the following measures:

- Individuals lining up outside of the place of business are required maintain two metre physical distancing.
- Individuals lining up inside the place of business must maintain two metre physical distancing and wear masks.

## **Reporting Positive Case or Possible Exposure**

Event organizers who are informed a participant may have COVID-19 should ensure the participant is aware they should be following the isolation requirements stipulated by [KFLA Public Health](#) or the local health unit in the area the participant resides.

The organizer should also inquire if the participant identified or notified any close contacts they may have identified as the results of attending the event.

Current guidance on case and contact management indicates that individuals in a group setting are generally not considered close contacts due to the health and safety measures in place in these settings. As a result, there is typically no requirement to notify event attendees of the potential COVID case.