COVID-19 Safety Plan for Meetings and Events
With Physical Distancing & No 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 without physical distancing.

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.

Physical Distancing

All participants must maintain two metre physical distancing.

Capacity for the event in an indoor location is limited to the lesser of 25 individual and the number of individuals who can attend which maintaining two metre physical distancing.

Capacity for the event in an outdoor location is limited to the lesser of 100 individual and the number of individuals who can attend which maintaining two metre physical distancing.

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 employees must download and complete the SeQure App daily self-assessment prior to attending the meeting or event. For those without a cell phone or tablet, a web version and a document version of the assessment (PDF 200 KB) are also available. Students should conduct a daily self-assessment before they attend the meeting or event. Students are encouraged to download and complete the SeQure App self-assessment. Alternatively, they can use the Ontario government self-assessment tool.
# Vaccination

As per the Queen's [COVID-19 Vaccination Policy](#), all individuals are required to be fully vaccinated against COVID-19 prior to participating in any in-person university activities.

# Masks

All participants are required to wear appropriate masks at all times 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.
- Dancing is not permitted.
**Reporting Positive Case or Possible Exposure**

Event organizers who learn of a participant’s potential exposure or confirmed COVID-19 test result are required to immediately contact the Department of Environmental Health and Safety (EH&S) at safety@queensu.ca or **613-533-2999**.

The Director of Environmental Health and Safety will be the lead in contacting KFLAPH, and liaising between public health and the event organizer for contact tracing. EH&S, on the advice of KFLAPH, will provide the event organizer with an action plan to support case and contact management, cleaning, and communication protocols.

The Director of Environmental Health and Safety will contact the event organizer if KFLAPH identifies a positive case connected with the event.

For after-hours or in the event organizers are not able to reach EH&S, they contact the Queen’s University Emergency Report Centre at 613-533-6111 and ask to be connected with the Director of Environmental Health and Safety (Dan Langham). Dan Langham will coordinate next steps under the direction of Public Health and in consultation with the appropriate university stakeholders.