COVID-19 Safety Plan for Meetings and Events
(No Food/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

Capacity restrictions requiring two-metre distancing are not required

### 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 must self-screen for COVID-19 BEFORE coming onto campus. All organizers and participants are encouraged to complete the COVID-19 self-assessment tool in the Queen’s SeQure App just prior to attending the event.

### Vaccination

All individuals must be fully vaccinated or approved to attend in-person activities per the Queen’s Vaccination Policy.
## 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 for 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.

## 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.