



## Outdoor Events at UBC COVID-19 Safety Protocols

The following protocols are in place to prevent the transmission of COVID-19 when holding an outdoor event at UBC.

The Film & Events Office is responsible for developing and updating this document to meet current mandated requirements as advised by [UBC](#), [BC Provincial Health Office](#), [WorkSafe BC](#), and [Creative BC](#), and are subject to change.

- Advance notice must be provided for all outdoor events, minimum 15 business for low impact events, minimum 6 months for high impact events
- Event organizer to provide a safety plan and [outdoor booking request](#) for review by UBC before consideration for the event can be provided Safety Plan to include:
  - Risk assessment for high-impact events
  - COVID specific policies, procedures and training (staff and participants)
  - Administrative controls to ensure physical distancing during the event
  - Staff and participant screening measures for high impact events
  - Enhanced hygiene measures, PPE as required
  - Disinfection plan/cleaning protocols for participants, equipment and event infrastructure. Location of handwashing/sanitizing stations to be identified and easily accessible
  - Communication plan and signage
  - First Aid protocol
  - Outbreak protocol
- Anyone ill is not permitted to work or attend the event
- Anyone who has travelled must self-quarantine for 14 days prior to working or attending the event
- Anyone who has come in contact with someone who has been diagnosed with COVID-19, must follow all COVID-19 safety guidelines
- Physical distancing of 2 meters, or as advised by the Provincial Health Officer, to be maintained
- The event can only have up to 50 attendees
  - event attendees maintain a distance of two meters from one another when standing or sitting, unless they belong to the same party
- A contact list (first and last name, phone number and email address) of all event attendees must be on file for 30 days in the event there is a community outbreak

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- Additional UBC approvals will be required for High impact events, and will be managed through the Film & Events Office
- For UBC events, approval/endorsement must be obtained from the Dean, VP or designate
- The event must fall into a category either permitted under the current phase under the Province of BC's Restart plan or not otherwise specifically addressed by the province in any phase
- All events to end no later than 11pm
- Participants leaving an event venue cannot be replaced with new attendees
- Maximum two events in any area and with separate washrooms
- Washrooms may not be easily accessible. Washroom access into buildings that remain closed will not be permitted.
- One hour between events to allow for cleaning, additional cleaning may be billed back to event organizer
- A 3 meter separation must be maintained between performers and/or presenters from event attendees
- Food sampling will not be permitted
- All catered meals must be prepackaged, including cutlery and no open food or buffet style
- If using tables, no more than six attendees sit per table and at least two meters between the backs of the chairs at one table and the backs of the chairs at another table, unless the chairs are separated by a physical barrier
- If it is a drive-in event, the event can only have up to 50 vehicles at one time
  - attendees only attend in a vehicle
  - attendees must stay in their vehicles except to use washroom facilities
  - washroom facilities must be provided by event organizer
  - when outside their vehicles they must maintain a distance of two meters from other attendees, and this is monitored
  - no food or drink is sold