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*, 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**
- **Provincial Health Office Orders and notices**
- **WorkSafeBC – COVID-19 & Communicable Disease**
- **BC Centre for Disease Control – Event Planning**
- **Post-Secondary Go-Forward Guidelines**

Event Details

*Complete the fields below*

<table>
<thead>
<tr>
<th>EVENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT DATE(s)</td>
</tr>
<tr>
<td>EVENT TIME(s)</td>
</tr>
<tr>
<td>EVENT LEAD (Name)</td>
</tr>
<tr>
<td><strong>UBC EVENTS ONLY:</strong></td>
</tr>
<tr>
<td>SPONSOR (relevant leader/approver)</td>
</tr>
<tr>
<td><strong>APPROVAL FROM EVENT SPONSOR</strong></td>
</tr>
<tr>
<td>☐ Approval Received</td>
</tr>
<tr>
<td><strong>EVENT LOCATION (Building/Outdoor)</strong></td>
</tr>
<tr>
<td><strong>EVENT LOCATION – (Room / Area)</strong></td>
</tr>
</tbody>
</table>
Describe the event:

Provide a time table of event:

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.

It is up to each one of us to do our part, but it is our collective efforts that will make the difference.

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 Rules

COVID-19 Campus Safety rules apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

The COVID-19 Campus Rules are framed around Step 3 of the BC Restart plan. The Public Health Officer moved to step 3 on July 1, 2021 and will extend until the start of step 4 which is anticipated to begin September 7, 2021 at the earliest.

- **Daily health self-assessments**: A daily self-health assessment is required before attending campus. Sending your daily-self assessment confirmation to your supervisor is no longer required.

- **Stay home if you are sick**: If you feel sick stay home use the Thrive Health self-assessment tool for guidance. Follow the advice from Public Health.

- **Mandatory training**: All faculty and staff currently working-on or returning to campus must complete the mandatory online training module “UBC Go Forward COVID-19 Safety Planning” training.

- **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 and contractors are familiar with the latest guidance from the Provincial Health Officer as it relates to their work areas.

- **Non-medical masks**: Non-medical masks are required for all indoor public areas at UBC Vancouver and UBC Okanagan, including lobbies, hallways, stairwells, elevators, classrooms and labs.

- **Following Direction of Public Health** - as it relates to Provincial Health Officer Orders, notices, guidance, contact tracing and isolation requirements

For further information and complete list of rules, visit UBC Campus Rules & Guidance Documents. Frequently asked questions about COVID-19 protocols at UBC can be found here.

Relevant UBC Safety Plans

If indoors in a UBC controlled space you can access relevant plans here.
Sector-Specific / Venue-Specific Requirements
Restaurants, public and leisure spaces at UBC may have their own plans or directives that meets sector-specific requirements. List any UBC managed, location-specific safety procedures that need to be followed:

Meeting the Requirements of Provincial Health Orders and notices

Compliance with Provincial Health Orders and notices:
1. Obtain a copy of the most recent Provincial Health Orders and notices relevant to the event.
   Note: This plan will be required to be updated if the Orders or notices change between the date the plan is written and the date of the event. Note that bookings may have to be modified or cancelled if ordered by the Provincial Health Officer.
2. Outline how you will meet the requirements listed in the relevant orders and notices.

If you require assistance with this section of the plan, contact ready@ubc.ca and a representative from UBC Safety & Risk Services will be assigned to assist you.

Applicable Provincial Health Orders and/or notices:
Gatherings and Events — July 7, 2021
Return to Campus Guidelines - July 5, 2021
PHO Order on Masks in Public Indoor Settings - August 25, 2021

Applicable Section(s) of Provincial Health Orders and/or notices:
Detail how you will satisfy the requirements of the orders or notices:

Communication Strategy

Describe where a copy of this safety plan will be kept in case it needs to be accessed during the event:
Event patrons will be notified of protocols and expectations by:

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.

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