**UBC Event Safety Plan - COVID-19/Communicable Disease Prevention**

**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](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus), 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](https://www2.gov.bc.ca/gov/content/covid-19/info/restart?bcgovtm=20201118_GCPE_AM_COVID_1_NOTIFICATION_BCGOV_BCGOV_EN_BC__NOTIFICATION)

[Provincial Health Office Orders and Notices](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus#orders)

[WorkSafeBC – COVID-19 & Communicable Disease](https://www.worksafebc.com/en/covid-19)

[BC Centre for Disease Control – Event Planning](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/event-planning)

[Post-Secondary Go-Forward Guidelines](https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/studying-during-covid-19)

**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.

**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 Campus Rules**

[UBC COVID-19 Campus Rules](https://srs.ubc.ca/covid-19/ubc-campus-rules-guidance-documents/) apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

* **Daily Health Self-Assessments** – required of everyone prior to attending campus
* **Stay home if you are sick:** If you feel sick stay home use the [BC's COVID-19 Self-Assessment Tool](https://bc.thrive.health/covid19/en) for guidance. Follow the advice from [Public Health](https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions)
* **Mandatory Training** - [UBC Go Forward COVID-19 Safety Planning Training](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-gfsp) required of employees
* **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 are familiar with the latest guidance from the Provincial Health Officer as it relates to their work areas.
* **Requirement to wear Face Coverings** – All persons on UBC premises must wear an appropriate face covering when in indoor public spaces of buildings. For a complete list of exceptions and details on mask requirements, refer to the [UBC COVID-19 Campus Rules](https://srs.ubc.ca/covid-19/ubc-campus-rules-guidance-documents/)
* **Following Direction of Public Health** - as it relates to [PHO Orders](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus), contact tracing and isolation requirements
* **UBC Rapid Testing Requirement** – all students, faculty & staff are required to be regularly tested for COVID-19 but can be exempt from this requirement by disclosing if they are fully vaccinated through the confidential UBC Vaccination Status Declaration. Please see <https://rapidtesting.covid19.ubc.ca/>for more information

For further information and complete list of rules, visit [UBC Campus Rules & Guidance Documents](https://srs.ubc.ca/campusrules/).

Frequently asked questions about COVID-19 protocols at UBC can be found [here](https://srs.ubc.ca/covid-19/return-to-campus-faq/).

**Event Plan Best Practices: Preventing the Transmission of Communicable Diseases**

Follow these basic best practices and do your part to prevent the transmission of communicable diseases:

* If sick, stay home
* Follow rules and guidelines from the Province, UBC and host location
* Clean your hands
* Get vaccinated if you are able
* Respect personal space
* Consider people’s situations & comfort levels
* It’s always safer outdoors

**Event Details**

*Complete the fields below*

|  |  |
| --- | --- |
| **EVENT NAME** |  |
| **EVENT DATE**(s) |  |
| **EVENT TIME**(s) |  |
| **EVENT LEAD** (Name) |  |
| **UBC EVENTS ONLY:** |  |
| **SPONSOR** (relevant leader/approver)  |  |
| **APPROVAL FROM EVENT SPONSOR**  | [ ]  Approval Received [ ]  Approval Pending  |
| **EVENT LOCATION** (Building/Outdoor) |  |
| **EVENT LOCATION** – (Room / Area) |  |
| **NUMBER OF PARTICIPANTS ATTENDING** |  |
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|  |  |

**Describe the event:**

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**Provide a time table of event:**

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Ensure that [to consult for your Health Regional restrictions](https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions?bcgovtm=20210311_GCPE_Vizeum_COVID___Google_Search_BCGOV_EN_BC__Text) before completing the application below.

**Determine Activity, Gathering or Event**

Instructions:

1. Choose the option that best describes your activity or organized gathering in sections A and/or B. For example, if your event is:
* an orientation, select the appropriate description in section A
* a stand-up reception, select the appropriate description in section B
* an orientation with a stand-up reception, select the appropriate description in sections A and B
1. Activities, Gathers or Events that don’t fall within A or B,; select one of the options in section C

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| **A**. | Educational activity **facilitated by the institution** (select specific details below) |

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|[ ]  **Lecture** [normal operations – no further info required – submit for approval]  |
|[ ]  **Lab** [normal operations – no further info required – submit for approval] |
|[ ]  **Seminar** [normal operations – no further info required – submit for approval]  |
|[ ]  **Workshop** [normal operations – no further info required – submit for approval] |
|[ ]  **Demonstration** [normal operations – no further info required – submit for approval] |
|[ ]  **Presentation** [normal operations – no further info required – submit for approval] |
|[ ]  **Formal Study Group** [normal operations – no further info required – submit for approval] |
|[ ]  **Tutorial** [normal operations – no further info required – submit for approval] |
|[ ]  **Orientation** [normal operations – no further info required – submit for approval] |

**Note**: If you event falls within section A, no further information is required. Save and submit for approval

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| **B**. | Organized gathering (select specific details below) |

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|[ ]  **Fair** [communicable disease plan included – no further info required – submit for approval] |
|[ ]  **Festival** [communicable disease plan included – no further info required – submit for approval] |
|[ ]  **Trade Show** [communicable disease plan included – no further info required – submit for approval] |
|[ ]  **Stand-up Reception** [communicable disease plan included – no further info required – submit for approval] |
|[ ]  **Worship Services** (indoors or outdoors) [no capacity limits or restrictions – submit for approval] |

**Note:**

* For organized gatherings (except Worship Services) that are **more than 50 participants in an inside place**, a plan for Proof of Vaccination is required (complete the Proof of Vaccination section below).
* For organized outside gatherings, Worship Services and inside gatherings with **less than 50 participants**, no further information is required. Save and submit for approval
* For gatherings not on the list above, complete the Event section below.

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| **C**. | Event (select specific details below) Fill in section C for events that do not fall into sections A or B |

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|[ ]  **Indoor Event** [Provincial Health Order compliance required – fill next pages – submit for approval] |
|[ ]  **Outdoor Event** [Provincial Health Order compliance required – fill next pages – submit for approval] |

**Note:** If you event falls within section C, complete the remaining sections of this document

**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**](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus) **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.*

1. **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@ubc.ca and a representative from UBC Safety & Risk Services will be assigned to assist you.

**Applicable Provincial Health Orders and/or notices:**

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| [Gatherings and Events — September 10, 2021](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus)**NOTE:**1. Event means a seated in-person gathering in a place with seating
2. An event held in a tent with one or more sides is an inside event
3. An event held in a tent without any sides is an outside event

Instructions:* For outside events, go to the [Gathering and Events Provincial Health Order](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus) and copy all the requirements under “B OUTSIDE EVENTS” into the box. Below each requirement, provide details on how your event will meet compliance.
* For inside events, go to the [Gathering and Events Provincial Health Order](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus) and copy all the requirements under “C INSIDE EVENTS” into the box. Below each requirement, provide details on how your event will meet compliance.
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**Detail how you will satisfy all the requirements of the outside or inside events order** (Note: Proof of Vaccination to be addressed in next section)

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**Proof of Vaccination**

1. This section does not apply to persons under the age of 12.
2. In this part, an event requiring proof of vaccination includes:
3. A gathering of **more than 50 participants** in an **inside place** for social, entertainment, dancing, choral, musical, recreational, gambling, arts or crafts, or business and includes a ticketed sports activity, concert, theatrical production, dance or symphony performance, festival, conference, convention, trade fair, home show, workshop, wedding reception, funeral reception not at a funeral home, and a sponsored, ticketed party;
4. A gathering or participants in an **inside place** for the purpose of an adult sports activity, or an exercise, fitness or dance activity or class;
5. But does not include a program for children or youth, or a meeting of a council, board, or trust committee of a local authority as defined under the *Community Charter*, the *Local Government Act*, of the *Islands Trust Act*, or a school board, at which members of the public attend in person

Instructions:

* For a gathering of more than 50 participant in an indoor place that is listed in the Proof of Vaccination requirement above, go to the [Gathering and Events Provincial Health Order](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus) and copy all the requirements under “D PROOF OF VACCINATION” into the box. Below each requirement, answer how your event will comply with the requirement.

**Detail how you will satisfy the all the requirements of the proof of vaccination order:**

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**Communication Strategy**

**Describe where a copy of this safety plan will be kept in case it needs to be accessed during the event:**

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**Event patrons will be notified of protocols and expectations by:**

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**Relevant UBC Safety Plans**

If indoors in a UBC controlled space you can access relevant plans [here](https://srs.ubc.ca/safetyplans/).

**Sector-Specific / Venue-Specific Requirements**

Restaurants, public and leisure spaces at UBC may have their own sector-specific requirements. List any UBC managed, location-specific safety procedures that need to be followed:

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**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.

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

**Appendices** (i.e. event/floor plan layout)