



UBC Outdoor Event COVID-19 Safety Plan

All on-campus outdoor events require a UBC Outdoor Event COVID-19 Safety Plan to ensure effective controls are in place to prevent the transmission of COVID-19. Completed applications are to be submitted with your outdoor event booking request to outdoor.events@ubc.ca for review and approval. A site plan may be required – see Appendix D.

Event Details

EVENT NAME _____

EVENT DATE _____

EVENT START and END TIME _____

EVENT SET UP AND TAKEDOWN TIMES _____

SPONSOR NAME (relevant Dean, Director/AVP)
for UBC/AMS events only _____

EVENT LEAD NAME & CONTACT NUMBER _____

EVENT LOCATION _____

Before you get started

All proposed events **must answer ‘yes’** to the following questions prior to submission for approval.

#	Condition	Yes/No
1	Is the event sponsored/supported by the relevant Administrative Head of Unit (i.e. Dean, AVP, Director)? (UBC/AMS requests only)	
2	Is this a one-time, episodic or infrequent (i.e. annual) occurrence?	
3	Will there be no more than 50 patrons in attendance, with additional staff and/or service providers commensurate with physical distancing requirements?	
4	Does the event fall into a category either permitted under the current phase under the Province’s Restart plan (e.g. recreation) or not otherwise specifically addressed by the province in any phase?	
5	Has the Campus Rules and Safety Protocols (APPENDIX A) been reviewed, and able to incorporate all important risk mitigations to ensure a low risk event?	



Section 1 - Overview of the Event

Purpose of Event – provide event details – type of event (social, bothing, sporting, wedding, charity etc.) and explain the purpose for the event

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Section 2 – Reducing Contact Intensity & Contact Frequency

This Plan should articulate strategies to reduce contact intensity (type of contact – close/distant, and *duration of contact* – brief/prolonged) and contact frequency (number of people within a setting, frequency of ‘collisions’).

The following categories of controls can be used to reduce the risk (see Appendix C – Risk Considerations), including:

- Physical distancing measures – measures to reduce the density of people (2 meters apart)
- Engineering controls – physical barriers (such as Plexiglas, stanchions to delineate space, etc.)
- Administrative controls – clear rules and guidelines
- Personal protective equipment – such as respiratory protection

Contact Intensity & Frequency

Describe the controls that will be used to reduce the risk of contact intensity & contact frequency at your event

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Section 3 – Health Screening & other Self-Isolation Requirements

All event attendees must assess themselves of symptoms of COVID-19 prior to attending an event at UBC. Anyone that is ill must not attend the event. Event participants that have travelled from another country or have been exposed and/or have COVID-19 symptoms must self-isolate for 14 days.

Health Screening & other Self-Isolation Requirements

Describe how event participants will be informed of Health Screening and other Self-Isolation requirements prior to attending the event (i.e. email event attendees, post information onto company website, etc.)

Section 4 a – Physical Distancing

Event participants must be provided an environment where they are able to maintain physical distancing at all times – currently 2 meters. If physical distancing is not possible, Section 4 b must be completed.

Physical Distancing: Event Design

Identify the size and layout of your outdoor event, detailing how physically distancing of 2 meters will be maintained throughout (illustrate on your final site plan (if required) – Appendix D).

Physical Distancing: Movement at Event

Describe how event participants will move throughout the event while maintaining physical distancing. (illustrate direction of movement on your final site plan (if required) – Appendix D.
For event lineups ensure to include how you will maintain social distancing throughout.



Section 4 b – Physical Distancing Not Possible

This section must be completed when individuals are not able to maintain physical distancing at the event.

Identify Event Activities/Situations

Identify event activities/situations where physical distancing cannot be maintained.
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Partitions or Physical Barriers
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Describe partitions or physical barriers to be used at public-facing or point-of-service areas
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Face Coverings

Where physical distancing cannot be maintained and partitions/physical barriers are not practicable, Face coverings must be used. Face coverings may include non-medical masks and / or face shields. Where face coverings are required, the individual must be provided with the equipment and with education relating to limitations, use and care.

Section 5 – Hygiene & Cleaning

Cleaning and Hygiene

Detail your cleaning and hygiene plan.
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Section 6 – Communication, Awareness & Enforcement

<p>Communication Strategy for Employees Describe how event participants will be informed of steps being taken to reduce risk of exposure to COVID-19 and of behavioural expectations while participating at the event.</p>
<p>Signage Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting pedestrian movement, hand washing signs, etc.).</p>
<p>Enforcement Detail how the event will be monitored for compliance with expectations and how non-compliance will be addressed.</p>

Approval Section *To be completed by UBC Film & Events Office*

The Film & Events Office will be required to obtain additional approvals if the risk assessment cannot be mitigated

<p>Risk Assessment (# of pre-control risk considerations) UBC Film & Events office to assess COVID 19 risk considerations to determine if it meets 'high risk' criteria.</p>

UBC Film & Events Office	
	Approved or
	Forwarded for additional approvals



Appendices

APPENDIX A: UBC COVID-19 Campus Rules and Ensuring Compliance

The measures put in place by the Government of British Columbia have been very successful in controlling the spread of COVID-19 and reducing the rate of infection in our province. It is essential that as restrictions are lifted and UBC operations return to a “new normal” we all protect our campus community by doing our part to reduce the risk of infection.

To ensure all workspaces and other parts of campus remain safe, it is required that all persons follow these **COVID-19 Campus Rules** well as any other rules required of them by UBC. These rules must be supplemented by the **Outdoor Events Additional COVID 19 Safety Protocols (Appendix B)** and more detailed UBC rules or safety protocols governing specific locations or activities – for example Operational and Building Safety Plans, as applicable. If there is any conflict between these COVID-19 Campus Rules and more detailed UBC Rules – the more detailed rules will govern. These COVID-19 Campus Rules may be amended from time to time. These COVID-19 Campus Rules govern both UBC’s campuses and all other locations under UBC’s control (“UBC Premises”) and govern all UBC activities that take place on UBC Premises.

UBC COVID-19 Campus Rules

1. All students, faculty, staff, and others, including event organizers, event staff and event participants, must assess themselves daily for COVID-19 symptoms prior to engaging in in-person UBC activities on UBC Premises. A list of COVID-19 symptoms can be found here <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
2. Anyone who is ill or believes they have COVID-19 symptoms or exposure to SARS-CoV-2 must complete the BC self-assessment tool at <https://bc.thrive.health/> or through the BC COVID-19 Support App for their iOS or Android device and follow the instructions provided.

If the self-assessment tool recommends that a person get tested for COVID-19 or self-isolate they must do so. If required to get COVID-19 testing they should not return to UBC Premises until they have received the test results and followed any self-isolating recommendations. At the commencement of self-isolation:

- i. Faculty and staff of UBC must report their condition to their supervisor and manager. Their supervisor or manager will advise them of their options.
 - ii. Contractors, volunteers or others with business on UBC Premises should advise their UBC contact person of their status.
3. All faculty and staff on campus must complete the mandatory online training module ‘Preventing COVID-19 Infection in the Workplace’ to be able to work on UBC Premises.
4. Anyone with a positive COVID-19 diagnosis can only attend event, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation> .



COVID-19 Campus Rules cont'd

5. Anyone who has travelled internationally or had contact with a COVID-19 infected person may only return to UBC Premises after 14 days and 10 days respectively and may only resume in-person activities at UBC Premises if the fever is gone and you are feeling better.
6. Everyone is advised to maintain physical distance from others as much as possible unless other safety measures are in place.
7. Everyone must follow relevant signage and floor markings when moving around UBC Premises.
8. Supervisors will ensure that all faculty, staff and contractors are familiar with the COVID-19 site specific safety plans for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within your building.

For more information regarding COVID-19 rules please see <https://srs.ubc.ca/covid-19/health-safety-covid-19/>

Ensuring Compliance:

- Everyone on UBC Premises or engaging in in-person UBC activities must comply with these COVID-19 Campus Rules and any other UBC rules.
- The Administrative Head of Unit or Supervisor for each unit has the responsibility to ensure that UBC rules and safety protocols are followed in their unit.
- Notices regarding applicable UBC rules and safety protocols will be posted at entrances to work places as well as communal areas (for example lunchrooms) for all workspaces.
- All faculty, staff and students are encouraged to bring concerns about the implementation of UBC rules or safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or Supervisor.
- For support in investigating incidents of non-compliance or similar concerns by faculty and staff, Administrative Heads of Unit or their designates should contact their Human Resources Advisor or Faculty Relations Senior Manager.
- Failure to follow these rules or other rules or safety protocols by faculty or staff may result in discipline up to and including the termination of employment.
- Failure to follow these rules or other rules or safety protocols by students may result in discipline pursuant to the UBC Student Code of Conduct. For support regarding the application of the UBC Student Code of Conduct Administrative Heads of Unit can contact Campus Security.
- Failure to follow these rules or other rules or safety protocols by contractors may result in the termination of your contract, and/or loss of access privileges up to and including being restricted from visiting UBC Premises.
- Failure to follow these rules or other rules safety protocols by volunteers, visitors or other third parties on UBC Premises may result in loss of access privileges up to and including being restricted from visiting UBC Premises.

To view more information on UBC's approach to resume campus activities, please visit <https://srs.ubc.ca/>



APPENDIX B: Outdoor Events – Additional COVID-19 Safety Protocols

The following additional protocols are in place to prevent the transmission of COVID-19 when holding an outdoor event at UBC in conjunction with the COVID 19 Campus Rules (Appendix A). The UBC 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 COVID-19 safety plan and outdoor booking request for review by UBC Film & Events office before consideration for the event can be provided
- Physical distancing of 2 meters (standing or sitting, unless they belong to same party) or as advised by the Provincial Health Officer, to be maintained.
- The event can only have up to 50 attendees
- The event organizer must obtain a contact list (first and last name, phone number and email address) of all event attendees and must keep this on file for 30 days in the event there is a community outbreak
- Additional UBC approvals will be required for high impact events, and will be managed through the Film & Events Office
- 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



APPENDIX C: Risk Considerations

Risk Consideration	Context	Important Risk Mitigation
Risk #1 - Higher proportion of individuals from outside of the UBC community visit the campus/unit; if individuals are exposed to more than 10 random people in a day or if the event is open to the public	The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases	<ul style="list-style-type: none"> - Physical Distancing - Plexiglass barriers - Reduction of high touch points / increased cleaning - Cohort groups, where appropriate - Hand hygiene - Health Screening
Risk #2 - Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature ^[1]	Person-to-person spread is more likely with prolonged contact	<ul style="list-style-type: none"> - Physical Distancing - Reduction of high touch points / increased cleaning - Hand hygiene - Health Screening
Risk #3 - Individuals have frequent contact with high-touch surfaces	A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk	<ul style="list-style-type: none"> - Enable two meter physical distancing - Use of plexiglass barriers wherever possible - Reduction of high touch points or increased cleaning - Enable and encourage increased hand hygiene - Strict non-admittance to anyone with symptoms
Risk #4 - The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)	COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions	<ul style="list-style-type: none"> - Physical distancing - Reduction of high touch points / increased cleaning - Hand hygiene - Health Screening
Risk #5 - The activity involves people who are not able or likely to follow hygiene practices, respiratory etiquette, and health screening (e.g. day camps)	COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices	<ul style="list-style-type: none"> - Reduction of high touch points / increased cleaning - Limiting of non-essential contacts in space - Health Screening

^[1] PHAC. Updated Public Health Management of Cases and Contacts Associated with Coronavirus Disease 2019. (10 Apr 2020). [Available at : <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html>]



APPENDIX D – SITE PLAN

Provide a detailed site plan of proposed outdoor event (only if required). This plan must entail location of event, event infrastructure and illustrate physical distancing as required. Other details may need to be included.