

**COVID-19 Event Safety Plan Guidance**

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| **Scheduling/Event Planning Assessment** |
| 1. The Event Organizer(s) (EOs) can confirm that events can occur based on the [Laurier COVID-19 Scaling Framework](https://wlu.ca/coronavirus/recovery/scaling-framework.html).
2. The EO will work with [Room Bookings](https://lauriercloud.sharepoint.com/sites/enrolment-services/registrarial-services/exams-scheduling-and-bookings/Pages/default.aspx) staff to ensure an appropriate space has been selected for the event.
3. The EO will post signage with maximum number of people allowed in the event venue and in the event, support rooms (e.g. lounges).
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| **Screening** |
| 1. The EO will put strategies in place to ensure all registered participants for the event have their contact information to facilitate contact tracing in the event of a positive case. Registration information shall be held for 1 month after event completion. (*Contact information must include participants name, phone or email address).*
2. EOs shall set-up entry points to ensure all attendees are actively screened upon entry and to ensure proof of vaccination.
3. If participants have pre-registered, EOs will ensure all attendees sign-in at the entry point of the event to ensure the contact list is accurate.
4. The EO is responsible for posting signs at all entrances of the event that inform attendees on how to screen themselves for COVID-19 prior to entering the event.
5. Attendees/participants must complete the [COVID-19 self-assessment on SAFEHawk](https://lauriercloud.sharepoint.com/coronavirus/How-To/Pages/safehawk-self-assessment.aspx) (faculty, staff, and student) or the [online COVID-19 visitor self-assessment](https://wlu.ca1.qualtrics.com/jfe/form/SV_6Sg90Yd9BcdE9oN) (external community members) prior to event and ensure they have been approved to come to campus.
6. EOs reserve the right to ask for approved access badge from all participants.
7. EOs shall [verify vaccination status](https://www.wlu.ca/coronavirus/assets/resources/visitors.html) of all visitors using an appropriate method.

\*For Work-Related Events (i.e. holiday gatherings, department lunches, workshops, etc.), proof of vaccination is not required at entry; distancing requirements remain. Work related events include events in employee only settings during work hours.  |
| **Physical Distancing (for Work-Related Events/Gatherings)**  |
| 1. For Work-Related Events (i.e. holiday gatherings, department lunches, workshops, etc.), physical distancing of 2 metres is required. Work related events include events in employee only settings, during work hours.
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| **Food and Drink**  |
| If food/drinks are provided the EO will be responsible for ensuring strategies are in place to minimize possible contamination by doing the following: 1. If there are no means to properly clean/disinfect, use disposable tableware, and minimize the use of shared utensils and dispensing equipment.
2. Ensure appropriate waste bins are in place.
3. Ensure appropriate sanitization stations are available.
4. Establish an appropriate eating area if one does not already exist (contact SHERMCOVID19@wlu.ca).

\*For Work-Related Events, when food and drink is served, all employees must be physically distanced 2m. Seating should be arranged accordingly. Face coverings are to be worn when not eating or drinking.  |

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| **Contracted Services**  |
| 1. If external service providers, or vendors, will be present at the event, they will be instructed to complete the [Visitors COVID-19 Screening Assessment](https://wlu.ca1.qualtrics.com/jfe/form/SV_6Sg90Yd9BcdE9oN) prior to attending the event.
2. The [Bookings Office](https://lauriercloud.sharepoint.com/sites/enrolment-services/registrarial-services/exams-scheduling-and-bookings/Pages/default.aspx) (roombookings@wlu.ca), or other responsible individual for booking space, have been contacted and provided estimated attendance numbers to determine an appropriate space.
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| **Hygiene/Cleaning & Disinfection**  |
| 1) Handwashing facilities with soap and water are readily available. If soap and water are not available, alcohol-based hand sanitizer are provided. (*All disinfectants used are on the* [*approved list of disinfectants with evidence for use against COVID-19*](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)*.)* |
| **Personal Protective Equipment (PPE)** |
| 1. All participants will be informed that they must wear an appropriate face-covering in a manner that covers their mouth, nose and chin during any period in which they are in an indoor area of the premises, as per the [7.22 Face Covering Policy](https://www.wlu.ca/about/governance/assets/resources/7.22-covid-19-face-covering-policy.html).
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| **Event Organizer -** I certify that in my capacity as *Event Organizer* that I will ensure that the *COVID-19 Event Safety Plan Guidance* as described above will be implement accordingly. ***\*Once approved, this document should be readily available at the event site.*** |
| **Name & Title (please print clearly):**  |
| **Signature:** |

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