IN-PERSON EVENT CHECKLIST

EVENT SAFETY GUIDELINES & RISK MITIGATION DURING COVID-19 PANDEMIC

At this time, limited one-time, small, essential in-person meetings, events, or ceremonies (faculty and staff only) with an approved safety plan are allowed with restrictions. Please review the following before and during planning for any event to be held on or off campus.

Venue

☐ Contact Meeting, Events and Conference Services (MECS) to begin planning your in-person event
☐ Complete a MECS Safety plan. This will need to be reviewed and approved.
☐ Where possible, it is safest to host your event outdoors
☐ Create a floor plan/site map for your event location, including a signage plan
☐ Evaluate your floor plan/site map for safety:
  ☐ Do you have enough signage, barriers and other markers in place to clearly direct the flow of traffic?
  ☐ Where will hand sanitizer stations go? Do these work with the designed flow of traffic?
  ☐ Is it clearly marked where guests enter and exit, and where guests should stand during the program?
  ☐ Is the space configured to reduce proximity of participants, allowing for 2m distance between them?
  ☐ Have you considered staffing or security in your floor plan/site map? Where will they be stationed? Do you have measures in place to protect them?
☐ Provide clear instruction on which washroom facilities to use
☐ Prepare signage as necessary. Please see Ancillary Services’ COVID-19 Signage Toolkit
☐ Ensure that the entire space can/will be sanitized before arrival of guests
☐ Ensure regular and thorough cleaning and disinfection of the venue by designated staff before, during and after your event
☐ Plan for what happens if a participant becomes unwell with COVID-19 symptoms during your event:
  ☐ Designate isolation facilities at the event site for participants who develop symptoms, for initial assessment and triage by designated medical staff, and for their transportation to a health facility if needed
  ☐ Arrangements should be made with national and local health authorities regarding diagnosis and treatment of COVID-19 cases identified during the event
Staffing and Security

- Educate event staff on safety procedures to protect guests and themselves
- Ensure that you have procured enough personal protective equipment (PPE) to protect staff such as masks or face shields
- Create cleaning schedules to ensure regular sanitation of venue and high touch areas
- If necessary, consider hiring additional security to ensure that attendees are following established safety rules for the event as well as remaining in intended event areas

Catering

- Replace self-serve buffet with packaged refreshments, bagged lunches or individually served dishes
- Food and drink should be served by trained staff in appropriate PPE
- Consider using a Plexiglas barrier between guests and servers
- There should be no sharing of food and drinks. Food and drinks must not be left out, uncovered

Live music

- If using a live performer or musician, plan to install a barrier (i.e. Plexiglas) between the performer(s) and the event attendees

Participants

- Require that your participants are registered and easy to contact after the event if they need to be reached for public health notification
- Advise those with higher risk of transmitting COVID-19 that they should not attend the event:
  - Those with COVID-19 symptoms
  - Those who have been in contact with people who contracted COVID-19
  - Those coming who have travelled outside of Canada within the last 14 days
  - Individuals in contact with higher-risk individuals (e.g. living in the same residence as some who is immunocompromised)
- Advise people with higher risk of developing severe illness from COVID-19 that they should not attend the event:
  - Those with pre-existing medical conditions
  - Individuals who are older than 65 years of age
- Participants will be advised of the following before arrival at event:
  - To maintain physical distance during the whole event
Provide clear instructions on parking and event location. Event attendees should only go to the event at the appointed time and refrain from visiting the rest of campus

- Assign staggered arrival times if necessary

Encourage use of masks. Everyone who visits any SFU campus should safely and effectively wear a non-medical mask in all indoor public areas. Public areas include building entryways and atriums, hallways, stairwells, washrooms, and study areas. Those who are not able to wear a mask for medical or other reasons, should be especially careful to maintain a safe distance.

Engage in proper hand hygiene practices

Ensure that you have arrangements in place to safely isolate and transport people who become ill on-site

At your event

- Review safety guidelines and messaging with staff onsite to ensure consistent communications to guests
- Have attendees check-in upon arrival. Confirm that attendee has completed self-administered health assessment.
- All attendees will be asked to use hand sanitizer upon arrival at the event, and hand sanitizer will be made available throughout the event venue
- Provide masks for guests to wear if using a public indoor area on an SFU campus
- Support frequent hand hygiene by providing hand sanitizer dispensers in prominent locations
- Event attendees will be reminded to maintain distance between each other by visual via signage and verbally by staff
- If a participant becomes unwell with COVID-19 symptoms during your event:
  - Isolate the individual in designated location
  - Call SFU Security at 778.782.7991
  - Call 811
  - Liaise with national and local health authorities, as well with those of the participant’s home city or country, and facilitate sharing of information

After your event

- Encourage guests and staff to contact the event organizers if they experience symptoms within 2 weeks after the event
- Liaison between event organizers and health authorities is required to ensure that systems are in place to detect cases arising as a consequence of the event