Meeting, Event and Conference Services (MECS) have been working diligently to plan for a safe and gradual resumption of activities for our event attendees and our staff in alignment with guidelines from government and provincial health authorities. From how our team interacts with event attendees, to enhancements to our cleaning and sanitization procedures, to more thoughtful use of our spaces including updated room capacities, we have revised our processes to support the safety of those using our facility and our team. We will continue to adapt processes as necessary, keeping safety top of mind and adhering to public health and WorkSafeBC guidelines.

Event Space Safety Plan – Burnaby, Vancouver and Surrey campuses

SFU has identified the following event spaces in each campus location:

- Burnaby – Halpern Centre
- Vancouver – Centre for Dialogue
- Surrey – SRYC 5240/SRYE 3016

This safety plan applies to the above-mentioned event spaces. Following the steps in the WorkSafeBC COVID-19 Safety Plan template, the following safety protocols have been implemented.

Step 1: Assess the risks at your workplace

- MECS workers, supervisors, and members of the applicable Local Joint Health and Safety Committee have been involved in the development of this safety plan.
- Job tasks where SFU workers are close to one another or members of the public have been identified.
- Tools and equipment that workers share while working have been identified.
- Surfaces, such as door handles, elevator buttons, and light switches have been identified.

Step 2: Implement protocols to reduce the risks

WorkSafeBC industry-specific protocols, provincial health officer-issued orders, guidance, and notices, as well as MECS frontline workers, supervisors, and Local Joint Health and Safety Committee members have been consulted for input and guidance regarding the following measures in place.

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible.
### Occupancy Limits for workers and event participant

<table>
<thead>
<tr>
<th><strong>Center for Dialogue - Vancouver</strong></th>
<th>Capacity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>320-370</td>
<td>20</td>
</tr>
<tr>
<td>380</td>
<td>5</td>
</tr>
<tr>
<td>420</td>
<td>20</td>
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<td>12</td>
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<tr>
<td>430</td>
<td>3</td>
</tr>
<tr>
<td>480</td>
<td>5</td>
</tr>
<tr>
<td>Atrium</td>
<td>20</td>
</tr>
<tr>
<td>AP Hall</td>
<td>20</td>
</tr>
<tr>
<td>Salon 10</td>
<td>12</td>
</tr>
<tr>
<td>Salon 20</td>
<td>18</td>
</tr>
<tr>
<td>Salon 30</td>
<td>10</td>
</tr>
<tr>
<td>05</td>
<td>20</td>
</tr>
<tr>
<td><strong>Concourse Washroom</strong></td>
<td>Women – 6, Men 4</td>
</tr>
<tr>
<td><strong>2nd floor Washrooms</strong></td>
<td>Staff only</td>
</tr>
<tr>
<td><strong>3rd floor Washrooms</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>4th floor Washrooms</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Halpern Centre - Burnaby</strong></th>
<th>Capacity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>2/1 for a video conference</td>
</tr>
<tr>
<td>111</td>
<td>2/1 for a video conference</td>
</tr>
<tr>
<td>114</td>
<td>10</td>
</tr>
<tr>
<td>126</td>
<td>20</td>
</tr>
<tr>
<td>Washrooms</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Surrey Campus</strong></th>
<th>Capacity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRYC 5240</td>
<td>32</td>
</tr>
<tr>
<td>SRYE 3016</td>
<td>35</td>
</tr>
</tbody>
</table>

**Second level protection (engineering): Barriers and partitions**

This was considered and not deemed practical.

**Third level protection (administrative): Rules and guidelines**

At this time, limited one-time, episodic in-person meetings, events, or ceremonies with approved safety plans and fewer than 20 participants are allowed for faculty and staff only in identified spaces.
As per health guidelines, event attendees are not permitted to attend an event if they 1) have any of the following symptoms: fever, chills, new or worsening cough, shortness of breath, new muscle aches or headache, sore throat; 2) have travelled outside of Canada within the last 14 days, or 3) are a close contact of a person who has been exhibiting any symptoms listed above or tested positive for COVID-19.

All attendees must be registered in advance with MECS through the meeting organizer and sign-in upon arrival. This information (name, email, phone number) will be kept on file for 30 days in the event a government official needs to conduct contact tracing.

All attendees are asked to follow good hygiene practices: regular handwashing or sanitizing and cover your coughs and sneezes. Signage from WorkSafeBC and/or BCCDC on proper handwashing procedures is posted in washrooms. SFU has deployed alcohol-based hand sanitizing units at the entrance to the event space. All workers and event attendees are required to wash or sanitize their hands prior to entering the event space.

Room capacity notices are posted at entrances listing the maximum capacity that allows for safe distancing in spaces including boardrooms, washrooms and elevators. Space seating will be configured to ensure 2 m physical distancing can be adhered to.

Space will be clearly marked where event participants enter and exit the space.

The access to the university buildings continue to be restricted and therefore all event participants are requested only go to the event at the appointed time and refrain from visiting the rest of campus.

Catering is available on request on the Vancouver campus.

Fourth level protection: Using masks (optional measure in addition to other control measures)

All attendees are required to adhere to 2 m physical distancing measures. If the 2 m distancing cannot be maintained, event attendees are asked to wear a non-medical mask. Non-medical masks are available in each event space.

SFU is responsible for ensuring that the event attendees are aware of the limitations of the non-medical masks.

Cleaning protocols:

Best cleaners are responsible for cleaning the event space and disinfecting all the high-touch point surfaces before the arrival of attendees. Best staff will disinfect all high-touch points throughout the facility at regular intervals, including countertops, sink tap handles, doorknobs,
light switches, toilets, and elevator buttons. Individual event spaces shall only be used for one event per day. Best cleaners are using Lemon Tree cleaning products to clean surfaces.

**Step 3: Develop policies**

SFU has a COVID-19 safety resource page detailing all of the University’s safety policies specific to COVID-19.

**Step 4: Develop communication plans and training (for MECS workers)**

SFU has created a COVID-19 Awareness and Safe Return to Work Training available online.

Workers continue to receive communication regarding COVID-19 from the University via e-mail, managers and supervisors, and signage on campus.

SFU MECS staff will review COVID-19 event space safety plan at the beginning of the event with all participants, including washroom locations and emergency procedures.

**Step 5: Monitor your workplace and update your plans as necessary**

The MECS Event Space COVID-19 Safety Plan is a living document that will be continuously updated over time as new information and direction from public health authorities becomes available.

**Step 6: Assess and address risks from resuming operations**

All risks regarding resuming events in the specific event spaces have been assessed and addressed.
Appendix 1 – MECS Client Booking Form

Name of Event:

Date of Event:

Arrival of Prime Contact:

Arrival of Participants (staggered if possible):

Meeting Start:

Break Times:

End Time:

Participant Names (including email): (please include on a separate page if necessary)

Set up required:

IT required:

Catering required (Vancouver campus only):

Further information we might need:

Covid-19 infection risk mitigation strategies

Participants should be advised of the following before arrival at event:

- All participants are required to review the event space safety plan and adhere to safety requirements throughout the event.
- Participants are not allowed to attend the event if they 1) have any of the following symptoms: fever, chills, new or worsening cough, shortness of breath, new muscle aches or headache, sore throat; 2) have travelled outside of Canada within the last 14 days, or 3) are a close contact of a person who has been exhibiting any symptoms listed above or tested positive for COVID-19.
- All participants are required to adhere to physical distancing measures at all times.
- Food catering is available on request; however, no beverages will be served. Participants may choose to bring a hot or cold beverage with them.
- The access to the university buildings continue to be restricted and therefore all event participants are requested only go to the event at the appointed time and refrain from visiting the rest of campus.
SFU Meeting, Event and Conferences Services (MECS) will

- clearly mark where event participants enter and exit the event space
- configure space to ensure physical distancing can be adhered at all times
- ensure space is cleaned before arrival of guests
- ensure that hand sanitizer is available at the entrance to the event space and all participants will use the hand sanitizer prior to entering the event space
- review COVID-19 event space safety plan at the beginning of the event with the participants, including washroom locations and emergency procedures, and have all participants sign-in.