**COVID-19 Event Safety Plan**

**Complying with Provincial Health Orders**

Event organizers are responsible for planning an event and creating a COVID-19 Safety plan 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 COVID-19 Safety Plan is to outline relevant event details and will describe how the event organizer will ensure compliance to current Public Health orders.

**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](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 General Information](https://www.worksafebc.com/en/covid-19/)

[WorkSafeBC – Industry-Specific information page](https://www.worksafebc.com/en/covid-19/industry-specific-information)

[Post-Secondary Go-Forward Guidelines](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/covid19-return-to-campus-guidelines-web.pdf)

**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) |  |
|  |  |

|  |
| --- |
| [Briefly describe the event, how many patrons are you expecting, list whether there be a food/drink service etc.] |

**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.

It is up to each one of us to do our part, but it is our collective efforts that will make the difference.

Every effort is to be taken by all students, faculty and staff to promote an understanding of PHO Orders, COVID-19 Campus Rules and COVID-19 Safety Plans within the campus community. A respectful and educational approach is expected for all related interactions. Where members of the campus community are not comfortable addressing non-compliant behavior or feel that related interactions cannot be performed in a respectful manner, the matters should be referred to the individual’s supervisor/program head. Campus Security can assist as necessary. For further information and strategies, review the [Respectful Engagement guidance document](https://riskmanagement.sites.olt.ubc.ca/files/2020/12/Respectful-Engagement-%E2%80%93-Non-medical-masks-and-following-the-Campus-Rules.pdf).

**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 Rules**

COVID-19 Campus Safety rules apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

* Completing Daily Health Assessments - required of everyone prior to attending campus
* COVID-19 training - required of employees
* Wearing non-medical masks - non-medical masks are recommended in alignment with Step 3 of BC Restart Plan.
* Following Direction of Public Health - as it relates to PHO Orders, contact tracing and isolation requirements

For further information and complete list of rules, visit [COVID-19 Campus Safety Rules](https://srs.ubc.ca/covid-19/safety-planning/campus-rules-safety-training/).

**Relevant UBC COVID-19 Safety Plans**

If indoors in a UBC controlled space you can access relevant COVID-19 Safety Plans [here](https://ok.ubc.ca/covid19/resumption-planning/).

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

Restaurants and Leisure spaces at UBC may have their own COVID-19 safety plan that meets sector-specific requirements of BC, list any UBC managed, location-specific safety plans that need to be followed:

|  |
| --- |
|  |

**Meeting the Requirements of Provincial Health Orders**

**Compliance with Provincial Health Orders:**

1. **Obtain a copy of the most recent** [**Provincial Health 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) **relevant to the event.**

*Note: This safety plan will be required to be updated if the Orders 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.**

If you require assistance with this section of the plan, contact [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca) and a representative from UBC Okanagan’s resumption team will assist you.

**Applicable Provincial Health Order(s):**

|  |
| --- |
|  |

**Applicable Section(s):**

|  |
| --- |
|  |

**Detail how you will satisfy the requirements of the order:**

|  |
| --- |
| [Attach floor plans, if relevant, to Appendix A] |

**Communication Strategy**

Describe where a physical copy will be available during the event, and if applicable, list the webpage where it can be viewed online:

|  |
| --- |
|  |

Event patrons will be notified of COVID-19 protocols and expectations by:

|  |
| --- |
| [describe how this will be communicated] |

**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.ok@ubc.ca](mailto:ready.ok@ubc.ca).

### **APPROVAL SECTION**

***To be completed by Campus Operations and Risk Management***

For assistance reviewing a COVID-19 Safety Plan contact [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca) and a representative will be assigned to assist.

|  |  |
| --- | --- |
|  | **APPROVED** |
|  | **REQUIRES FURTHER REVIEW** |
|  | [Briefly provide context for decision] |
|  |  |

**Appendix A: Floorplans**