



# UBC Event Safety Plan - COVID-19/Communicable Disease Prevention

## Complying with Provincial Health Orders and Notices

Event organizers are responsible for planning an event and creating a plan intended to prevent the transmission of communicable diseases, like COVID-19, that meets the requirements of any [orders, notices, or guidance issued by the Provincial Health Officer](#), and the appropriate health authority, relevant to their proposed activities, at the time of the proposed event.

The purpose of this plan is to outline relevant event details and will describe how the event organizer will ensure compliance to current Public Health orders and notices.

## Regulatory Context

[BC Restart Plan](#)

[Provincial Health Office Orders and Notices](#)

[WorkSafeBC – COVID-19 & Communicable Disease](#)

[BC Centre for Disease Control – Event Planning](#)

[Post-Secondary Go-Forward Guidelines](#)

## 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.

### 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 Campus Rules

[UBC COVID-19 Campus Rules](#) apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

- **Daily Health Self-Assessments:** required of everyone prior to attending campus
- **Stay home if you are sick:** If you feel sick stay home use the [BC's COVID-19 Self-Assessment Tool](#) for guidance. Follow the advice from Public Health
- **Mandatory Training:** [UBC Go Forward COVID-19 Safety Planning Training](#) required of employees
- **Signage:** Everyone must follow relevant signage when moving around UBC campuses or worksites.
- **COVID-19 safety plans & communicable disease plans:** Supervisors will ensure that all faculty, staff are familiar with the latest guidance from the Provincial Health Officer as it relates to their work areas.
- **Requirement to wear Face Coverings:** All persons on UBC premises must wear an appropriate face covering when in indoor public spaces of buildings. For a complete list of exceptions and details on mask requirements, refer to the [UBC COVID-19 Campus Rules](#)
- **Following Direction of Public Health:** as it relates to [PHO Orders](#), contact tracing and isolation requirements
- **UBC Rapid Testing Requirement:** all students, faculty & staff are required to be regularly tested for COVID-19 but can be exempt from this requirement by disclosing if they are fully vaccinated through the confidential UBC Vaccination Status Declaration. Please see <https://rapidtesting.covid19.ubc.ca/f> for more information

For further information and complete list of rules, visit [UBC Campus Rules & Guidance Documents](#). Frequently asked questions about COVID-19 protocols at UBC can be found [here](#).

## Event Plan Best Practices: Preventing the Transmission of Communicable Diseases

Follow these basic best practices and do your part to prevent the transmission of communicable diseases:

- If sick, stay home
- Follow rules and guidelines from the Province, UBC and host location
- Clean your hands
- Get vaccinated if you are able
- Respect personal space
- Consider people's situations & comfort levels
- It's always safer outdoors



## Event Details

<b>EVENT NAME</b>	UBC Postdoctoral Association Postdoc Research Day
<b>EVENT DATE(s)</b>	December 6, 2021
<b>EVENT TIME(s)</b>	09:15 – 17:45 (research day); 18:00 – 20:00 (reception)
<b>EVENT LEAD/ORGANIZER (Name)</b>	Marcus Johns, Doris Chow
<b>UBC EVENTS ONLY:</b>	
<b>SPONSOR (relevant leader/approver)</b>	
<b>APPROVAL FROM EVENT SPONSOR</b>	<input type="checkbox"/> Approval Received <input type="checkbox"/> Approval Pending
<b>EVENT LOCATION (Building/Outdoor)</b>	Life Sciences Institute
<b>EVENT LOCATION – (Room / Area)</b>	LSC 1002 and West Atrium
<b>NUMBER OF PARTICIPANTS ATTENDING</b>	150

### Describe the event:

Featuring a full day of interdisciplinary talks, the annual Postdoc Research Day brings together postdoctoral researchers from across faculties and affiliated institutions at UBC Vancouver. This event will be held in parallel with the UBC Okanagan Postdoc Research Day with all recorded presentations available online afterwards. Following the latest COVID-related safety guidelines, in-person attendance is limited to UBC postdocs and research associates who will abide by these rules and to the latest occupancy limit. However, everyone else is welcome to attend virtually. This full-day event will be broadcast online, and the recordings will be available for viewing later.

### Provide a timetable of event:

8:45-9:15 Registration (outside of LSC 1002); 9:15-9:30 welcome and opening remarks (LSC 1002)  
9:30-10:30 talks by postdocs and research associates (LSC 1002)  
10:30-11:00 coffee break (LSC 1002 and West Atrium) - self-serve food/drink station  
11:00-12:00 talks by postdocs and research associates (LSC 1002)  
12:00-13:30 lunch and town hall (LSC 1002 and West Atrium) - food served by staff; self-serve drink  
13:30-14:30 keynote presentation (LSC 1002)  
14:30-16:00 talks by postdocs and research associates (LSC 1002)  
16:00-16:30 coffee break (LSC 1002 and West Atrium) - self-serve food/drink station  
16:30-17:30 talks by postdocs and research associates (LSC 1002)  
17:30-17:45 awards and closing ceremony (LSC 1002)  
18:00 to 20:00: evening reception and awards ceremony (West Atrium) - food/drinks served by staff



Ensure that [to consult for your Health Regional restrictions](#) before completing the application below.



## Determine Activity, Gathering or Event

Choose one option that best describes your activity in either section A, B or C.

- a) If your event falls within Section A, B or C, no further information is required. Save and submit for approval
- b) If your event falls within Section D, Public Health Order Compliance is required, fill in next pages and submit for approval

### DEFINITIONS:

1. Event means a gathering of persons for a purpose
2. An event held in a tent with one or more sides is an inside event
3. An event held in a tent without any sides is an outside event
4. “participant” means a person present at an event including a spectator, but does not include an organizer, event staff member, official, volunteer, officiant, or any other person who is acting in an official or service capacity, or a paid performer, player or athlete
5. “program for children or youth” means a structured educational program, including home education or distributed learning, music, art, drama, dance, recreational, sport, exercise, or social activity and provided primarily for persons under 22 years of age

<b>A.</b>	Educational activity <u>facilitated by the institution</u> (select specific details below) <i>[Normal operations – no further info required – submit for approval]</i>	
<input type="checkbox"/>	Lecture	<input type="checkbox"/>
<input type="checkbox"/>	Lab	<input type="checkbox"/>
<input type="checkbox"/>	Seminar	<input type="checkbox"/>
<input type="checkbox"/>	Workshop	<input type="checkbox"/>
<input type="checkbox"/>	Demonstration	<input type="checkbox"/>
<b>B.</b>	Worship Services <i>[No capacity limits or restrictions – submit for approval]</i>	
<input type="checkbox"/>	Indoor or outdoor worship services	
<b>C</b>	Event <i>[No further info required – submit for approval]</i>	
<input type="checkbox"/>	Inside Event a) An organized seated gathering of <b>less than 50 participants</b> in an inside place for entertainment, choral, musical, gambling or business purposes, or arts or crafts education or classes, and includes a concert, theatrical production, dance or symphony performance, lecture, presentation, workshop, wedding reception, or funeral reception not held at a funeral home	
<input type="checkbox"/>	Inside Event b) An organized standing gathering of <b>less than 50 participants</b> in an inside place for social, recreational or business purposes, including the unseated portion of a conference, convention, commercial trade fair, home show or sponsored ticketed party	



## Determine Activity, Gathering or Event (cont'd)

D.	Outside Event <i>[fill in "Public Health Order Compliance – OUTSIDE Events" section on next page]</i>
<input type="checkbox"/>	Outside Event (an organized gathering of participants in an outside place with seating provided for spectators)
<input type="checkbox"/>	A program for children or youth in an outside place
E.	Inside Event <i>[jump to the Public Health Order Compliance – INSIDE EVENTS" section and fill it out]</i>
<input type="checkbox"/>	Inside Event a) An organized seated gathering of <b>more than 50 participants</b> in an inside place for entertainment, choral, musical, gambling or business purposes, or arts or crafts education or classes, and includes a concert, theatrical production, dance or symphony performance, lecture, presentation, workshop, wedding reception, or funeral reception not held at a funeral home
<input type="checkbox"/>	Inside Event b) An organized standing gathering of <b>more than 50 participants</b> in an inside place for social, recreational or business purposes, including the unseated portion of a conference, convention, commercial trade fair, home show or sponsored ticketed party
<input type="checkbox"/>	Inside Event c) An organized gathering of <b>any number of participants</b> in an inside place for the purpose of an adult sports activity, an adult exercise or fitness activity or class, or an adult dance class
<input type="checkbox"/>	Inside Event: d) A sports event in an inside place
<input type="checkbox"/>	Inside Event e) A program for children or youth in an inside place



## Public Health Order Compliance – OUTSIDE EVENTS

Detail below how the event will comply with all the PHO requirements outlined in [Gatherings and Events – October 25, 2021](#) and then jump to the Proof of Vaccination Section and complete the remainder of this safety plan

PHO Requirement	Event Compliance
No more than 5,000 persons, or 50% of the seated operating capacity of a place, excluding event staff, whichever number is greater, are allowed to be present. How many persons will be present for this event?	N/A
Who is the organizer?	N/A
How is access to the event controlled?	N/A
Seating needs to be available for each participant. How will you achieve this?	N/A
Participants need to be seated throughout the place in such a way as to use all available space. How will you achieve this?	N/A
If there is a food or drink station, how will you achieve the following: a) hand washing facilities or alcohol-based sanitizers are within easy reach of the station; b) signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station; and c) high touch surfaces at the station, and utensils that are used for self-serve, are frequently cleaned and sanitized.	N/A
Hand sanitation supplies need to be readily available to participants. How will you achieve this?	N/A
Toilet facilities with running water, soap and paper towels for hand washing and drying purposes, or hand sanitation supplies, are available for participants. How will you achieve this?	N/A
The organizer monitors the number of persons present, and ensures that the number of persons present does not exceed the maximum number permitted for the event. How will you achieve this?	N/A
If there is more than one area in which events may be held in a place, there may be an event in each of the areas.	N/A



## Public Health Order Compliance – INSIDE EVENTS

Detail below how the event will comply with all the PHO requirements outlined in [Gatherings and Events – October 25, 2021](#) and then complete the remainder of the sections in this safety plan

PHO Requirement	Event Compliance
Up to 100% of the seated operating capacity of a place may be used for the purpose of a seated inside event, and up to 100% of the standing operating capacity of a place may be used for the purpose of a standing inside event. Indicate the seated/standing capacity of the space and the number of people that will be present	<p>Seated capacity of LSC 1002: 310  Seated capacity of LSC West Atrium: 96  Standing capacity of LSC West Atrium: 200</p> <p>The number of participants during the research day program and evening reception will not exceed 150.</p>
Who is the organizer?	UBC Postdoctoral Association
How is access to the event controlled?	<p>Entry to the lecture hall and the restricted area of the atrium is restricted to attendees who wear a named badge for the event.</p> <p>The event badge will only be given to attendees who (1) have registered online to attend the event and agreed to abide by safety rules related to COVID-19, (2) show proof of identification indicating that they are Postdoctoral Research Fellows or Research Associates of UBC and affiliated research sites, (3) show proof of vaccination (detailed in the next section) at registration, and (4) confirm that they have carried out and passed a health check at registration.</p> <p>The entrances to the event venue (lecture hall and atrium) will be guarded by event staff (one at each entrance). Additionally, event staff have the right to refuse entry if an attendee refuses to conform to safety rules related to COVID-19 (e.g., mask-wearing).</p> <p>The atrium will be separated from the rest of the floor using posterboards or ropes. Signs will be placed on atrium tables to reserve the tables. One event staff will be present in the atrium during lecture hall program to ensure the space is not accessed by non-participants.</p>





If the inside event is:

An organized seated gathering of **more than 50 participants** in an inside place for entertainment, choral, musical, gambling or business purposes, or arts or crafts education or classes, and includes a concert, theatrical production, dance or symphony performance, lecture, presentation, workshop, wedding reception, or funeral reception not held at a funeral home.

There is seating available for each participant, and each participant is provided with a seat. Participants are seated throughout the place in such a way as to use all available space.

How will you achieve this?

Check this box if your inside event does not fit the definition outlined to the left

There is seating available for each participant in the Lecture Hall (LSC 1002) for the Research Day program. Additionally, there is seating available for each participant in the Lecture Hall and in the Atrium (combined) during breaks and lunch.

Registration table, food/drink serving stations, tables for company sponsors will be distributed as far as possible away from each other and from the tables where participants are seated, to use all available space.

Event staff will direct participants to be seated throughout the place in such a way as to use all available space.



PHO Requirement	Event Compliance
<p>If the inside event is any of the following:</p> <ul style="list-style-type: none"> <li>i. An organized gathering of any number of participants in an inside place for the purpose of an adult sports activity, an adult exercise or fitness activity or class, or an adult dance class</li> <li>ii. A sports event in an inside place</li> <li>iii. A program for children or youth in an inside place</li> </ul> <p>Participants who are spectators are provided with a seat. Spectators are seated throughout the place in such a way as to use all available space. How will you achieve this?</p>	<p><input type="checkbox"/>-Check this box if your inside event does not fit the definition outlined to the left</p>
<p>If there is a food or drink station, how will you achieve the following?</p> <ul style="list-style-type: none"> <li>a) hand washing facilities or alcohol-based sanitizers are within easy reach of the station;</li> <li>b) signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station; and</li> <li>c) high touch surfaces at the station, and utensils that are used for self-serve, are frequently cleaned and sanitized.</li> </ul>	<p>Snacks and coffee during breaks will be self-served; lunch, and food/drinks during evening reception will be served by event staff using tongs.</p> <ul style="list-style-type: none"> <li>a) Hand washing facilities (washrooms) are conveniently located outside the Lecture Hall and near the Atrium. Additionally, alcohol-based sanitizers will be provided within easy reach of the food and drink station.</li> <li>b) Signs will be posted at the self-serve station to remind participants to wash or sanitize their hands before touching self-serving food, drink, or other items.</li> <li>c) High touch surfaces at the station, and utensils that are used for self-serve, will be frequently cleaned and sanitized by event staff (every 15 mins during self-serve period).</li> </ul>
<p>Hand sanitation supplies need to be readily available to participants. How will you achieve this?</p>	<p>Hand sanitation supplies will be available to participants at the registration desk and near the entrance inside the lecture hall.</p> <p>Additionally, each entrance of the building is already equipped with a hand sanitizing station.</p>
<p>Toilet facilities with running water, soap and paper towels for hand washing and drying purposes or hand sanitation supplies are available for participants. How will you achieve this?</p>	<p>Toilet facilities are conveniently located outside the Lecture Hall.</p> <p>Event staff will check toilet facilities with running water, soap and paper towels every couple of</p>



	hours and inform the facility manager when any of the listed items run out.
Dance floors are closed with <a href="#">physical barriers</a> or occupied with tables, unless they are being used for a dance performance. How will you achieve this?	Not applicable
Participants do not dance, unless they are registered participants in and attending at a dance class at a dance studio or a recreation facility or a child or youth participating in a program for children or youth. How will you achieve this?	Not applicable
If there is more than one area in a place in which events may be held, there may be an event in each of the areas. Please describe if this is the case for your event.	The other atrium is not booked for use.



## Proof of Vaccination

This section does not apply to:

- a) A person under 12 years of age
- b) A person 12 to 21 years of age who is participating in a program for children or youth in a sports event.

Proof of vaccination is required for:

- a) Inside events (as outlined in Section E above)
- b) Adults (19+) who are leading, supervising or assisting with a program for children or youth (under 22 years of age), **whether the program take place inside or outside**

PHO Requirement	Event Compliance
An organizer must obtain proof in the form of a vaccine card that a participant has received two doses of vaccine. How will you achieve this?	Proof in the form of a vaccine card (indicating a participant has received two doses of vaccine) and valid photo identification will be obtained during on-site registration in order for the participant to obtain the named badge for the event entry.
An organizer must not permit a participant who has not provided the organizer with proof in the form of a vaccine card of having received two doses of vaccine to enter or remain a place for the purpose of an event or to participate in an event.	<input type="checkbox"/> Check the box to indicate that you will comply with this requirement
If an event takes place on more than one day, the requirements in this section apply on each of those days. How will you achieve this?	Not applicable
An operator must not scan the QR code on a vaccine card with any tool other than a BC Vaccine Card Verifier App.	<input type="checkbox"/> Check the box to indicate that you will comply with this requirement
An organizer must not retain proof of vaccination or identification provided by a participant, or use it for any purpose other than to confirm that a participant has been vaccinated	<input type="checkbox"/> Check the box to indicate that you will comply with this requirement
An organizer may keep a record of the fact that the participant has provided proof of being vaccinated and the organizer may rely upon this record to satisfy the requirements in this Part with respect to future participation by the participant in an event at the same place.	<input type="checkbox"/> Check the box if this is applicable for your event and the organizer will be keeping a record <input type="checkbox"/> Check this box if you will not be keeping a record for your event
An adult (19+) volunteer who is leading, supervising or assisting with a program for children or youth, whether the program takes place inside or outside must have received two doses of vaccine. How will you verify this?	Not applicable (not a program for children or youth)



An adult must not volunteer to lead, supervise or assist with a program for children or youth, whether the program takes place inside or outside who has not received two doses of vaccine.

Check the box to indicate that you will ensure compliance with this requirement

Not applicable (not a program for children or youth)

### Face Coverings

A face covering must be worn in a manner that covers the nose and mouth. Face Coverings must be worn during all inside events unless actively eating/drink, actively presenting, participating in exercise activity or sport or otherwise indicated in the [Face Coverings Order](#)

### Communication Strategy

**Describe where a copy of this safety plan will be kept in case it needs to be accessed during the event:**

A printed copy of this safety plan will be kept at the registration desk in case it needs to be accessed during the event. Additionally, this safety plan will be available online at the event webpage for easy access during the event by event staff and participants.

**Event patrons will be notified of protocols and expectations by:**

The general protocols and expectations will be available on the event webpage and online registration page (available upon approval until the event date). Event patrons will receive email notification of protocols and expectations at least one week prior to the event (if they register for the event by November 29, 2021) or at least one day prior to the event (if they register for the event between November 30, 2021 and December 5, 2021).

### Relevant UBC Safety Plans

If indoors in a UBC controlled space you can access relevant plans [here](#).

### Sector-Specific / Venue-Specific Requirements

Restaurants, public and leisure spaces at UBC may have their own sector-specific requirements. List any UBC managed, location-specific safety procedures that need to be followed:



## 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.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).



## Approval Section

*To be completed by the venue manager accepting the booking*

For assistance reviewing this plan you can contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) and a representative will be assigned to assist.

<input type="checkbox"/> <b>SATISFIES THE REQUIREMENTS OF THE RELEVANT ORDERS/NOTICES</b>
<input type="checkbox"/> <b>REQUIRES FURTHER REVIEW</b> [Briefly provide context for decision]

**Appendices** (i.e. event/floor plan layout)