



Safety Plan: Meeting and Rental Spaces

1.0 Scope

Describe the department to which this procedure applies.

This Safety Plan applies to all Meeting and Rental Spaces at the University of St. Michael's College.

2.0 Screening

Describe how screening will be conducted.

- 1) No drop-ins are allowed; only registered participants are permitted entry.
- 2) Participants will be reminded to self-screen and be provided with a link to the [USMC COVID-19 Screening Tool](#). Participants will be reminded that if they answer 'yes' to any of the screening questions, they are not to come on-site.
- 3) All staff and students are to complete [screening](#) prior to coming on campus.
- 4) The [UofT Self-Screening Poster](#) will be posted at all entrances and reminds all entrants to self-screen prior to entry.
- 5) Upon arrival at the event registration desk, the event organizer will verify that the participant has completed their self-screening prior to being allowed to entry
- 6) Meeting/conference organizers will collect the contact information of all participants. This information must be provided to USMC Conference Services. This information is retained for a period of at least one month from the date of the event.

3.0 Physical Environment/Physical Distancing

Describe measures that will be put in place to provide for physical distancing.

- 1) A physical distance of 2 metres (i.e. following designated socially distanced floor plans) will be maintained between staff and participants.
- 2) Staff shift start time, end time and break/lunch times will be staggered as appropriate.
- 3) Floor decals, tape or other markers will be used to delineate areas and maintain physical distancing (2 metres) for staff and participant areas (e.g. areas where queuing may occur).
- 4) Excess furniture will be removed where possible.
- 5) Fixed furniture or excess furniture that cannot be removed will have a do not use or have a [Restricted Seating sign](#).
- 6) Maximum occupancy signs, based on physical distancing, will be posted at entrance doors.
- 7) Seating plan will follow physical distancing and allowable limits per table under provincial regulation and public health directives. Signage will be applied as appropriate (e.g. [Restricted Seating sign](#)).
- 8) Event booking and check-in processes will limit the number of participants at the facilities at one time to allowable limits under provincial regulation and public health directives.

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- 9) Physical distancing signage reminders will be posted throughout the facility as per USMC Facilities.
- 10) Where music will be played, it will not exceed the level at which normal conversation is possible, to discourage shouting or yelling.
- 11) Only one room can be booked for any one particular event.
- 12) Booking and operating procedures will comply with any provincial and local public health directives regarding opening/closing times and on the sale and service of alcohol where applicable.
- 13) Until further notice, no buffet style food service is permitted and all food service is take out only. Where food service is permitted and provided, it will individually served. Utensils, condiments and similar will be individual served/provided and/or individually wrapped to discourage touching of common surfaces (e.g. multiple people reaching into the same container for forks).
- 14) Where possible, tasks have been modified to be done virtually, by phone or by email to reducing the number of staff on site at one time.

4.0 Hand Hygiene, Cleaning & Disinfection

Describe hygiene facilities and cleaning/disinfection that will be carried out.

- 1) Handwashing facilities are available in washrooms. Washrooms will be checked for soap and paper towels on a regular basis during the day.
- 2) Hand sanitizer stations are available throughout the facility and will be checked regularly during the day.
- 3) High touch surfaces will be disinfected.
- 4) Shared equipment and countertops will be disinfected by staff before use. Disinfectant will be provided to staff for use.
- 5) Staff will conduct additional disinfection on equipment where needed.
- 6) Where possible, individuals will be encouraged to bring their own equipment (e.g. pens, paper, laptop) to reducing handling of shared equipment and materials.

5.0 Mask and Face Covering

Describe mask and face covering requirements that will be in place.

- 1) Except when eating or drinking, all staff and participants will be wearing a non-medical mask or face covering when they are indoors per provincial regulation.
- 2) Extra non-medical masks will be kept on-site in the event an individual forgets, damages or loses their own non-medical mask or face-covering.

6.0 Personal Protective Equipment (PPE)

Describe any additional PPE that will be needed (if applicable).

- 1) In most circumstances, physical distancing will be followed and non-medical masks and face coverings will be worn. Note: non-medical masks and face covering are *not* considered PPE.

For the latest information about U of T's COVID-19 response, please see the [UTogether2020 page](#) and the [UTogether: Fall 2020 at the University of St. Michael's College page](#). Please take the time to review our Frequently

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Asked Questions ([FAQs](#)) and the [Human Resources & Equity page on COVID-19](#) (e.g. Return to Work Processes during COVID-19 Response document). If staff or participants have a question that is not covered, please consider using the [Contact Us button](#) located at the top of the FAQ section to submit your question.

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