

# D | APPENDIX D: COVID-19 STUDENT SOCIETY EVENT ORGANIZER ACKNOWLEDGEMENT (SEAT)

If this event is sponsored by a University contact, please provide:  
 Name of sponsor: \_\_\_\_\_  
 Department/Unit: \_\_\_\_\_  
 Email/Phone #: \_\_\_\_\_  
 Signature: \_\_\_\_\_

This document (last revised July 26, 2021) is an acknowledgement form for assisting the University Event Contact Person/room booking department confirm that Student Society Event Organizers are responsible for and applying COVID-19 exposure-reducing controls, strategies and precautions in planning events and related activities. If event planners have any questions regarding applicable/appropriate protective measures when booking spaces please query the applicable university event location contact. Before proceeding, please review the instructional guidance for GAT/SAT or EAT/SEAT forms and maximum attendees and gather limits, please refer to this [Instructions and Limits](#) document.

## Section 1 – Event and Organizer Information – To be completed by the Student Society Event Organizer

<b>Print Name:</b>	<b>Event Location:</b>
<b>Title</b> (must be in a position of authority):	<b>Event date/time:</b>
<b>Email:</b>	<b>Event Description:</b>
<b>Contact Number:</b>	<b>Number of Participants:</b>
<b>Group/Organization:</b>	<b>Food Provision?</b>
<b>Signature:</b>	<b>Contracted Services?</b>
<b>Date:</b>	If yes, please attach the completed <a href="#">COVID-19 Contractor/Externals Safety Acknowledgement Form(s)</a> for each company to this document before submitting this form.
<b>To be completed by the University of Toronto Contact Person</b>	<b>To be completed by the University of Toronto Space Owner</b>
<b>Print Name(s):</b>	<b>Print Name(s):</b>
<b>Title(s):</b>	<b>Title(s):</b>
<b>Email(s) and Phone #:</b>	<b>Email(s) and Phone #:</b>
<b>Department/Unit(s):</b>	<b>Department/Unit(s):</b>
<b>Date:</b>	<b>Date:</b>

## Section 2 – University of Toronto COVID-19 Event Guideline and Responsibilities confirmation – To be completed by the Student Society Event Organizer

<input type="checkbox"/>	I hereby confirm that I have reviewed the University of Toronto COVID-19 Event Guideline in its entirety and agree to run the event in compliance with, and ensure event's personnel comply with: a. all applicable laws, bylaws, regulations, and codes applicable to the event b. all applicable public health recommendations (i.e., recommendations and instructions of public health officials), applicable federal, provincial and municipal guidelines and publications of provincial health and safety associations
<input type="checkbox"/>	I hereby confirm that I have reviewed the specific responsibilities and University of Toronto-COVID-19 Event Guideline and understand that I am responsible for putting in place measures to protect health and safety of any and all event personnel, as well as event participants. I will ensure all third party contractors, vendors, rentals, externals, service providers will comply with event health and safety requirements.

### Section 3 – Event Assessment Acknowledgement – To be completed by the Student Society Event Organizer

- ☐ I have ensured the number of event participants will not exceed any current legislated/public health limits.
- ☐ I have ensured that all activities in the event are permissible under current legislation/public health directives.
- ☐ I have planned and scheduled the event to reduce COVID-19 risks.
- ☐ I have an event physical environment and distancing plan to reduce COVID-19 risks.
- ☐ I have an event hygiene, cleaning and disinfection plan to reduce COVID-19 risks.
- ☐ I have an event communication plan to reduce COVID-19 risks.
- ☐ I will retain name and contact information of all personnel and attendees at the event to facilitate contact tracing if necessary. I will immediately advise the University Occupational Health Nurse ([ehs.occhealth@utoronto.ca](mailto:ehs.occhealth@utoronto.ca)) of any participant, staff/volunteer/contractor in attendance of the event/activity or on University premises who tests positive for COVID-19.
- ☐ I will ensure all event personnel (e.g. staff, volunteers, contractors, attendees, participants, etc.) complete self-screening prior to event. The self-screening must be provided and use the University screening tool (e.g. Ucheck or same questions) and all staff/volunteers must be provided and agree to the following statement “You agree that you will complete the University screening tool prior to arriving on the premises and you will not attend the event if you are ill, have any COVID-19 related symptom or concern.”
- ☐ Liability Insurance: I acknowledge that I have sufficient liability insurance coverage appropriate to the event.

**NOTE: The below parameters are based on the Reopening Ontario framework. All model parameters are contingent upon current local public health authority requirements. Please refer to the Orientation Planning Parameters for Fall 2021 document for more information.**

	Step 1	Step 2	Step 3
<b>Orientation Gathering Limits</b>	<ul style="list-style-type: none"> <li>Gathering limits of 10 people for outdoor gatherings</li> </ul>	Gathering limits: <ul style="list-style-type: none"> <li>25 people outdoor</li> <li>5 people indoor</li> </ul>	Gathering limits: <ul style="list-style-type: none"> <li>100 people outdoor</li> <li>25 people indoor</li> </ul>

### Scheduling/Event Planning Assessment

Assessment	Provide details where applicable	Status
1. Event has been determined to be essential and reviewed if event must/may be conducted on-site versus virtually.* Events which must/may be done on-site are further sorted into critical and non-critical functions. Non-critical on-site functions may be removed or delayed until after the pandemic as appropriate and determined by unit lead. *Unit/group leads to confirm that events may legally occur on-site in keeping with applicable legislation and directives. Please consult with the relevant Human Resources Director for further information.		
2. Reduce the duration of event to less than 2 hours or to as short as possible. If more than one event is planned, ensure adequate time between events for cleaning.		
3. Limit number of participants (e.g. staff/volunteers and attendees) to the minimum to prevent crowding. When selecting an event venue, provide ample space to allow for physical distancing (2m) at all times. <ul style="list-style-type: none"> <li>Consider outdoor venues.</li> <li>For multi-event activities, such as orientation, cohort participants.</li> <li>Post signage with maximum number of people in event venue and in event support rooms (e.g. lounges). [e.g. As a rough first-cut calculate the maximum capacity of each room by dividing the net usable area by the square of the locally acceptable social distance (e.g., for a 2m physical distance: a 40 Sq.m room divided by 4 Sq.m would have a recalculated maximum capacity</li> </ul>		

<p>of 10 people). Other considerations include pathways around furniture and exit/entrance may reduce the number of people.].</p> <ul style="list-style-type: none"> <li>• Ensure the maximum limit complies with current applicable legislation on gathering limits.</li> <li>• Stagger times for bigger groups of people.</li> </ul>		
<p>4. Events are risk assessed with typical events parameters, in addition to COVID-19 related factors. Risk assessment should consider risk associated with and have mitigating strategies based on the demographics of participants and event staff/volunteers. In particular:</p> <ul style="list-style-type: none"> <li>• Vulnerable groups (e.g. seniors, pre-existing medical conditions, disabilities) - Dedicating specific hours to at risk populations.</li> <li>• Groups with increased infection rate or would have great impact on critical industries (e.g. those who have recently travelled to affected areas, healthcare, long-term care workers, airport transportation workers).</li> <li>• Groups that are at greater risk of spreading disease (e.g. young children).</li> <li>• Groups from areas where health system resources are limited (e.g. remote or isolated communities)</li> </ul>		
<p>5. Schedule groups of staff/volunteers in teams to limit rotation between teams and overlap. In the event a COVID-19 case occurs amongst one of the team members, only one team would go into self-isolation, not multiple teams.</p> <ul style="list-style-type: none"> <li>• Due to reduced numbers, employees/volunteers may be working alone. Where applicable, working alone procedures have been implemented and communicated (refer to the <a href="#">Working Alone Guidelines</a>).</li> <li>• Event organizers must have all staff/volunteers/contractors complete health screening questionnaires prior to event and document. The self-screening must use the University screening tool (e.g. Ucheck or same questions) and all staff/volunteers must be provided and agree to the following statement "You agree that you will complete the University screening tool prior to arriving on the premises and you will not attend the event if you are ill, have any COVID-19 related symptom or concern."</li> </ul>		
Assessment	Provide details where applicable	Status
<p>6. As much as possible, ensure all participants register for the event with available contact information to facilitate contact tracing in the event of a positive case.</p> <ul style="list-style-type: none"> <li>• Event organizers must have all attendees/participants complete self-screening prior to event. The self-screening must use the University screening tool (e.g. Ucheck or same questions) and all staff/volunteers must be provided and agree to the following statement "You agree that you will complete the University screening tool prior to arriving on the premises and you will not attend the event if you are ill, have any COVID-19 related symptom or concern."</li> <li>• If participants have pre-registered, ensure all attendees sign-in at the event to ensure the contact list is accurate.</li> </ul>		
<p>7. Review and eliminate activities that promote transmission (E.g. handshakes, close greetings, singing, dancing, cheering, close physical contact, contact sports, sharing food and sharing eating/drinking utensils, etc.)</p>		
<p>8. Functions have been assessed and where appropriate, modified to reduce direct contact with persons and to follow physical distancing (&gt;2m). Develop a physical distancing plan along with the considerations under the Physical Environment/Distancing section below.</p>		

<ul style="list-style-type: none"> <li>• Change functions (partial or all) to online, over-phone, virtual meetings or by appointment only.</li> <li>• Prevent restricted points of entrance and exit that force people to be in close proximity or near high touch/traffic areas. Consider staggering arrivals and departure times to reduce bottleneck.</li> <li>• Limit/monitor the number of unintended visitors allowed into the reception area.</li> <li>• Physically space out activities/functions/tasks while following physical/distancing.</li> <li>• Documents – modify processes to allow for electronic confirmation or photos of signed documents.</li> <li>• Cash – determine if cashless payment can be implemented.</li> <li>• Redesign activities/tasks to reduce overall handling of objects.</li> <li>• Reduce shared equipment and personal protective equipment (PPE) and providing individual equipment where applicable.</li> <li>• Implement contactless delivery; instruct delivery person to call/text when package is ready for drop off.</li> <li>• Arrange traffic flow to reduce face-to-face discussions where appropriate (e.g. stand diagonally, one-way traffic flow where applicable).</li> </ul>		
<p>9. If food/drinks are provided according to the current legislated limit and public health guidelines:</p> <ul style="list-style-type: none"> <li>• Minimize possible contamination. Consider individually wrapped/packed items, disposable tableware, and minimize the use of shared utensils and dispensing equipment.</li> </ul>		
<p>10. Develop a plan for physical distancing which embeds an equity lens (e.g. how to engage with community members who will not maintain physical distancing). Ensure adequate processes/procedures with equity in mind are in place. Engage with the appropriate event organizer or UECP and where applicable, event security or campus police. The plan should include a mechanism for reporting non-compliance and developing a script for reminding others of physical distancing.</p>		
<p>11. Develop a plan for controlling access points. Engage the appropriate property or building management group and with campus police and facilities/fire prevention where applicable.</p>		

## Physical Environment/Physical Distancing

Prior to making any physical changes to the workplace, any installation that involves the disturbance of building materials (e.g. walls, flooring, ceiling) should be evaluated for asbestos. Always work with your local property manager or local facilities group to ensure proper procedures are followed, including the applicable process for management approval. Please also work with your Property Manager or local facilities group for moving any furniture or heavy items to reduce the risk of injury. Consideration must be given to accessibility requirements when making changes to physical workspaces.

Assessment	Provide details where applicable	Status
1. Assess if non-essential high touch surfaces can be removed (e.g. doors, cabinet doors not required for security) and/or affix doors in open position.		
<p>2. Event staff/volunteers in reception or public facing positions have been advised on where to position themselves to maintain physical/distancing, including how queues are formed and where documents/objects can be dropped-off and picked up. Examples are:</p> <ul style="list-style-type: none"> <li>• Plan where queues can form for attendees to wait while physical distancing. Place floor/wall markings every 2m to indicate where people should wait.</li> <li>• Remove non-essential items from reception/service counter/desks. Essential items are placed in such a way that it does not promote flow towards staff. E.g. provide a</li> </ul>		

<p>small separate table for these items away from the counter.</p> <ul style="list-style-type: none"> <li>• When a protective barrier is not feasible and documents/objects are exchanged, between staff and visitor can stand diagonally across the counter.</li> <li>• Designated drop-off points at the end of the counter to allow staff to walk away while the visitor walks toward the drop-off point for pick up.</li> <li>• Signs/tape/instructions are posted with instructions to the participants on the process.</li> </ul>		
<p>3. Strategies to encourage physical distancing (&gt;2m) have been implemented. Examples are:</p> <ul style="list-style-type: none"> <li>• Use protective barrier such as a stanchion, chairs or tables with sign indicating the need to maintain physical distance (ensure any changes contemplate accessibility of the modified space and for specific questions about accessibility, contact the AODA office)</li> <li>• Use tables or labels to mark floors to maintain physical distancing</li> <li>• Adjust (move) furniture to enable the physical distancing as appropriate. Engage with the applicable property/facilities management group and/or facilities design group.</li> <li>• Limit or close off areas that encourage unintended gatherings.</li> </ul>		
<p>4. Strategies for directing the flow of traffic in common areas such as elevators, hallways, stairwells, lobbies and other common areas have been implemented. Examples are:</p> <ul style="list-style-type: none"> <li>• Identify dedicated entry and exit doors where possible.</li> <li>• Station a staff member, security or patrol to direct flow, explain procedures and enforcing procedures</li> <li>• Direct and control traffic flow (e.g. arrows/signs to direct flow of traffic to reduce attendees/visitors from crossing paths with each other or staff).</li> </ul>		
Assessment	Provide details where applicable	Status
<ul style="list-style-type: none"> <li>• Establish and post clear procedures (e.g. stay to the right, no passing, marking where queues would form, follow physical distancing while queuing).</li> <li>• Scheduling/staggering use of common areas</li> <li>• Post maximum occupancy (e.g. maximum 2 at a time in the elevator).</li> <li>• Where facilities allow, consider designating “up” and “down” stairwells.</li> </ul> <p>In common areas (e.g. waiting areas, reception areas, lounges), tape off, remove or modify tables and chairs to follow physical distancing. Examples below (reference: <a href="#">Toronto Public Health</a>):</p>		
<p>5. Strategies for washroom use have been implemented. Examples are:</p> <ul style="list-style-type: none"> <li>• Posting maximum occupancy to maintain physical distancing).</li> <li>• Posting instructions (e.g. ways to announce yourself). Ensure accessibility is considered.</li> <li>• Single staff all gender washrooms and accessible washrooms may be used more frequently. Ensure a mechanism is in place to deter inappropriate use (e.g. signage).</li> <li>• Ensure these washrooms are included when posting instructions and creating procedures and that signage is placed at an accessible height and in different modes of communication. Refer to the AODA office for guidance and support.</li> </ul>		

## Hygiene/Cleaning & Disinfection

Assessment	Provide details where applicable	Status
1. Make sure handwashing facilities with soap and water area readily available. If soap and water are not available, alcohol-based hand sanitizer are provided. Consider providing sufficient number of stations based on the number of participants and the nature of the event. Ensure accessible washrooms are stocked with appropriate materials. Provide disposable paper towel for drying where feasible.		
2. <a href="#">Hand washing posters</a> are posted at handwashing areas and <a href="#">cough/sneeze etiquette</a> posters are posted.		
3. Ensure disposable paper towel is available for drying hands as an option.		
4. High touch surfaces are cleaned and disinfected frequently. Caretaking cleaning procedures comprise of frequent cleaning of high touch areas in common spaces (such as: doorknobs, elevator buttons, light switches, handrails, etc.); however, building occupants are also asked to clean high touch areas in their workspace (such as: workspace countertops, shared equipment/tools where individual equipment/tools are not feasible, touchscreens, keypads) throughout the day. Units can request cleaning supplies from Caretaking.		
5. Where applicable, use disinfectants that have a DIN (Drug Identification Number in Canada). Use products per manufacturer's instruction and that are compatible with equipment/material being cleaned/disinfected.		
6. Where pens are needed for signatures, have two piles. Clean pens can be placed individually on the table, "used" pens can be placed in a "used" bucket. Disinfect "used" pens as needed. Carry own pen to avoid sharing.		
7. Use microphones that can operate at a distance as much as possible. Dedicate close-range microphones to each speaker. Disinfect shared microphones between users. Use microphone covers and change the covers between users if disinfection cannot occur between users.		
8. If event staff/volunteers wear uniform, instruct them to bag personal attire and uniform separately with belongings. Clean uniform daily if feasible. Wash at highest temperature. Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.		

## Communication

Assessment	Provide details where applicable	Status
1. COVID-19 prevention/precautions and COVID-19 assessment posters been posted at entrances to the workplace. These and other <a href="#">COVID-19 related posters are available online</a> .		
2. Additional COVID-19 posters prevention/precautions and reminders for physical distancing are posted at counters and service points.		
3. When scheduling shipments (drop-offs) and appointments, parties are screened (see COVID-19 assessment poster) and where applicable, provided with department-specific procedures regarding COVID-19.		
4. For regular/repeat visitors, there is a process for communicating COVID-19 prevention/precautions (including physical distancing), COVID-19 assessment criteria and other department-specific instructions regarding COVID-19.		

<p>5. Communications/procedures/instructions (including department specific instructions) have been communicated to employee:</p> <ul style="list-style-type: none"> <li>Existing documents, including emergency procedures, have been reviewed and if applicable, have been updated to include COVID-19 related changes.</li> <li>Employees have been provided with instructions on how to report COVID-19 related absences</li> <li>Employees know who they can contact if they have questions and concerns (e.g. supervisor.)</li> <li>Managers/supervisors should be aware of return to work and accommodation procedures related to COVID-19.</li> </ul>		
<p>6. Staff/volunteers (e.g. reception/service counters) have been provided with scripts to remind visitors about physical distancing. E.g. <i>Hi, welcome, just a reminder that everyone is being asked to stand two metres apart to keep you safe.</i></p>		

## Protective barriers

Assessment	Provide details where applicable	Status
Physical barriers (e.g. Plexiglas) use is considered. Please refer to the <a href="#">COVID-19 General Workplace Guidelines</a> section on protective barriers for additional information.		

## Personal Protective Equipment (PPE)

Assessment	Provide details where applicable	Status
Events should be planned with appropriate physical distancing measures in place such that PPE (e.g. medical-grade surgical masks) is not a requirement for all participants at all times. If applicable, please list any tasks that require individuals to be within 2 metres of others (e.g. carrying heavy equipment) and why physical distancing is not possible. Please provide information on who performs this work (job titles) and what measures will be place - medical masks and eye protection are required. Where physical distancing cannot be consistently maintained, a PPE assessment has been completed as outlined in Section 6 of the <a href="#">COVID-19 General Workplace Guidelines</a> .		

## Non-medical masks/Face coverings

Assessment	Provide details where applicable	Status
Use of non-medical masks or face covers by staff, students, volunteers, externals and visitors is required and implemented consistent with the standards of the University Policy/Guideline and applicable legislation. For more information regarding the University's policy, please consult the <a href="#">Policy on Non-Medical Masks or Face Coverings</a> and the accompanying <a href="#">Guideline</a> .		