

COVID-19 (Novel Coronavirus) Event Checklist

Stage 3 of Re-Opening during COVID-19 Event Checklist

September 18, 2020
Version 2.0

This checklist is based on recommendations in the [Event Considerations Guidance Document](#), please see document for information regarding requirements. This guidance reflects the current need for protection from COVID 19 in Ontario. As the COVID-19 pandemic continues to evolve this checklist is subject to change. Please visit the Southwestern Public Health website www.swpublichealth.ca regularly for updates and additional information

- Gathering limits** are met:
 - No more than 50 people for indoor and no more than 100 for outdoor events
 - People gathering indoors for religious services, rites or ceremonies, and wedding ceremonies or funeral services, can continue to fill up to 30 per cent of the capacity of the particular room
- Physical distancing** can be maintained:
 - Group size is altered to ensure 2m distancing between people not in the same social circle/household
- Increased **hand hygiene**:
 - Hand sanitizer** is located at entrances and is available for use when hands are not visibly soiled
 - Handwashing sinks are adequately stocked with liquid soap and paper towel.
- Respiratory etiquette** is followed (i.e. sneezing/coughing into sleeve) washing hands immediately after

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- Face coverings and/or masks must** be worn in all enclosed public spaces and all employee spaces where physical distancing is not possible (i.e. kitchen, staff room, etc.).
- There are some **exemptions** for face covering requirements. **If someone meets the exemption criteria**, they cannot be denied entry.
- If someone does not meet the exemption criteria** and does not have a face covering and/or refuses to wear a face covering, they must be denied entry.
- Expectations** surrounding COVID-19 infection control measures are **posted and enforced** through verbal reminders, visual cues, posters, and media announcements prior to the event
 - Post signs stating **exclusion criteria** (i.e. if ill, stay home), signs/symptoms of COVID-19, **physical distancing**, **mandatory face covering**, and **proper hand hygiene practices**
- Clean and disinfect** high touch surfaces (e.g. light switches, door handles, sink handles, grab bars, hand railing, etc.) twice per day and when visibly dirty
- Only **use disinfectants with a Drug Identification Number (DIN)**
- Ensure that washrooms are cleaned and disinfected at least 2 times per day or more often as needed. See Public Washrooms guidance document for more information
- Modify the space to create a **one-way flow** of people where possible
- Install **physical barriers** (e.g. sneeze guards and partitions) in areas where physical distancing is not possible
- Food Service** must operate in accordance with all applicable legislative requirements, including the **Food Premises Regulation and Guidance for Re Opening Restaurants**
 - If providing bar services, see **Bar Services Guidance Document** for more information
 - Maintain visitor/guest log with name, phone number, date, and time of visit for contact tracing purposes.
 - Food must be served directly to attendees; no communal bowls/serving platters

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- No buffet stations Ensure proper handwashing practices are conducted when handling dirty dishes
- All patrons must be seated when eating and/or drinking
- Each table must hold members of only one social circle and/or household at a time
- Tables must be spaced appropriately to meet physical distancing requirements (2 meters)
- No singing**, unless performed by a person or group employed for the event
 - Barriers must be installed, and physical distancing must be maintained between performers and patrons
 - Karaoke is not permitted, unless done so outside of a private karaoke room with physical distancing and proper cleaning and disinfecting practices in place
- No dancing at bars or restaurants**, unless performed by person or group employed for the event. Physical distancing must be maintained between performers and patrons.
 - Recommend against dancing at other types of venues, with certain exceptions.
- Limit the use of shared objects** (e.g. debit machines, tables, pens, etc.) where possible. When not possible, clean and disinfect the objects between each use
- Must adhere to any local, provincial, and federal requirements**, which are subject to change.
- Notify SWPH if attendees become ill with COVID 19 symptoms or if there is a confirmed case of COVID 19 that attended event. Ensure to provide SWPH with information as requested to assist with contact tracing.