

# COVID-19 (Novel Coronavirus) Event Checklist

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

September 24, 2020  
Version 3.0

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This checklist is based on recommendations in the [Event Considerations Guidance Document](#). Please see the 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](http://www.swpublichealth.ca) regularly for updates and additional information

- Gathering limits** are adhered to:
  - If you have questions regarding gathering limits for your event, contact your local by-law office for more information.
- 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 towels.
- Respiratory etiquette** is followed (i.e. sneezing/coughing into the sleeve) washing hands immediately after
- Face coverings and 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.).

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- 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 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 before 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
  - No buffet stations. Ensure proper handwashing practices are conducted when handling dirty dishes
  - All patrons must be seated when eating or drinking

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- Each table must hold members of only one social circle 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 a 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 the event. Ensure to provide SWPH with information as requested to assist with contact tracing.