Guidance on UBC Ceremonies and Events during COVID-19

A toolkit for UBC event planners
Purpose of this toolkit

This toolkit has been created for UBC event planners and is intended to provide guidance on event planning at UBC, based on the BC provincial government’s guidance. If you are a UBC event planner, please review safety plan templates and approval processes for in-person events outlined for UBC Vancouver and UBC Okanagan.

Note that virtual event delivery continues to be an option you may consider in your planning. Venues and bookable spaces on campus may be at varying states of opening/readiness to host larger events. UBC-specific information is provided on page 3 of this document.

This toolkit will be updated from time to time to reflect the latest guidelines in the province and at UBC.

Overview

As public health restrictions related to gatherings and events are lifted through BC’s Restart Plan, you are encouraged to review the Provincial Health Order on Gatherings and Events to understand the specific details.

A Regional Health Order on Gatherings and Events is in place in Interior Health and applies to all communities in Interior Health, and a Regional Health Order on Gatherings and Events is in place in Northern Health, and applies to all communities in Northern Health. A Regional Health Order on Gatherings and Events is in place in Fraser Health, and applies to the Health Service Delivery Area of Fraser East, and encompasses Chilliwack, Abbotsford, Agassiz, Harrison, Mission, and Hope.

The Provincial Health Order on Gatherings and Events includes specific details about where proof of vaccination is required, effective September 13. Planners are required to include plans for checking for proof of vaccination of event participants, where applicable, based on the type, scope and nature of the event, and include information in their safety planning.

In Vancouver, proof of vaccination is required for non-educational indoor events where there are more than 50 participants and adults who supervise child and youth programs. In the Okanagan, proof of vaccination is required for non-educational indoor and outdoor events, regardless of the number of participants.

Non-educational (i.e. non-essential or discretionary) events and gatherings, such as graduation ceremonies, parties, recitals and concerts, must adhere to the restrictions outlined in the Public or Regional Health Order for gatherings and events, whether inside or outside.

Educational events and gatherings (i.e. delivered as part of a formal education program), such as lectures, labs, seminars, workshops, demonstrations, presentations, formal study groups and UBC orientation events, do not need to meet the requirements of the Public or Regional Health Order for gatherings and events.

See the BCCDC Return to Campus Public Health Guidance for more information about these types of events. UBC events held in-person in other jurisdictions outside of BC should follow local public health guidelines.

You are also encouraged to review guidance and orders related to the planning and delivery of events and gatherings, including the Public Health Order on Food and Liquor Serving Premises and the Public Health Order on Face Coverings.
UBC Vancouver

The following types of events are permitted and apply to UBC events being held in the Coastal Health, Fraser Health, Island Health, including at UBC’s Vancouver campus, UBC Robson square and UBC sites in these health authorities:

- **Inside events:** Effective October 25, 2021, indoor organized gatherings are permitted at 100% capacity. Proof of vaccination is required for events with more than 50 people, and face coverings are required unless individuals are actively eating or drinking or actively presenting.

  In addition, seating for all guests is required for most inside events >50 people and participants must be seated throughout the place in such a way as to use all available space. **Exception:** Seating does not need to be available for a standing gathering > 50 people for social, recreational or business purposes, including the unseated portion of a conference, convention, commercial trade fair, home show or sponsored ticketed party.

  *For example, seats must be available for all guests at 100% capacity at a panel discussion, however they do not need to be available for the stand-up reception in the lobby following the panel.*

- **Outside events:** Effective July 1, 2021, outdoor organized gatherings must have controlled access, seating provided for spectators and have no more than 5,000 people or 50% of the seated operating capacity, whichever is greater.

  *For example, if the venue can hold 6,000, then you can have 5,000. If the venue holds 12,000, you can have 6,000.*

If you have an event (indoor or outdoor) planned with in-person components, please visit the UBC COVID-19 Events and Gathering Safety Planning webpage or email ready.ubc@ubc.ca.

UBC Okanagan

Effective August 23, 2021, Interior Health implemented further restrictions in Interior Health, and effective September 13, 2021, updated the Regional Health Order on Events and Gatherings, which apply to UBC Okanagan. UBCO event organizers are asked to review the process for events and bookings to determine if their event is essential and review safe event planning details and processes. Events should be reviewed by organizers to ensure compliance. If you have an event (indoor or outdoor) planned with in-person components, and have any questions or are unsure of associated processes, please contact ready.ok@ubc.ca.

Northern Health Authority

New measures were introduced in early September in Northern Health.

Fraser Health Authority

New measures were introduced in late September in Fraser Health.

Resources

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Last updated November 1, 2021
**Regulatory Context**

BC Restart Plan  
Provincial Health Office Orders and Notices  
BC Vaccine Card  
BC Centre for Disease Control – Event Planning  
BC Centre for Disease Control - Return to Campus Public Health Guidance  
Post-Secondary Go-Forward Guidelines  
WorkSafeBC – COVID-19 & Communicable Disease  

**UBC Guidance**

COVID-19 and UBCs Response  
UBC COVID-19 Campus Rules  
UBC COVID-19 Safety Plans & Event Safety Planning  
UBC Ceremonies and Events Response to COVID-19  
UBC Outdoor Event Planning  
UBC Okanagan Resumption Planning Events and Bookings