



# UBC Event Safety Plan - COVID-19/Communicable Disease Prevention

## Complying with Provincial Health Orders and Notices

Event organizers are responsible for planning an event and creating a plan intended to prevent the transmission of communicable diseases, like COVID-19, that meets the requirements of any [orders, notices, or guidance issued by the Provincial Health Officer](#), and the appropriate health authority, relevant to their proposed activities, at the time of the proposed event.

The purpose of this plan is to outline relevant event details and will describe how the event organizer will ensure compliance to current Public Health orders and notices.

## Regulatory Context

[BC Restart Plan](#)

[Provincial Health Office Orders and Notices](#)

[WorkSafeBC – COVID-19 & Communicable Disease](#)

[BC Centre for Disease Control – Event Planning](#)

[Post-Secondary Go-Forward Guidelines](#)

## Responsibility

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus.

### For all events:

Before hosting, participating in, officiating at or being a spectator at, or for any other reason being present at an event, a person must carry out a health check. **A person who has not passed the health check must not be present at an event.** The organizer should plan for dedicated isolation areas and travel provisions for individuals showing symptoms of illness while waiting for transportation home or to a medical center.

If a person who becomes unwell during an event:

- In an emergency, call 911.
- Anyone who is ill or believes they have COVID-19 symptoms must isolate from the event and complete the BC self-assessment tool at <https://bc.thrive.health/> or call 811 and follow the instructions provided.

*Note: UBC will defer to Public Health to manage any notifications. UBC will assist in distributing these notifications if required.*



## UBC COVID-19 Campus Rules

[UBC COVID-19 Campus Rules](#) apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

- **Daily Health Self-Assessments:** required of everyone prior to attending campus
- **Stay home if you are sick:** If you feel sick stay home use the [BC's COVID-19 Self-Assessment Tool](#) for guidance. Follow the advice from Public Health
- **Mandatory Training:** [UBC Go Forward COVID-19 Safety Planning Training](#) required of employees
- **Signage:** Everyone must follow relevant signage when moving around UBC campuses or worksites.
- **COVID-19 safety plans & communicable disease plans:** Supervisors will ensure that all faculty, staff are familiar with the latest guidance from the Provincial Health Officer as it relates to their work areas.
- **Requirement to wear Face Coverings:** All persons on UBC premises must wear an appropriate face covering when in indoor public spaces of buildings. For a complete list of exceptions and details on mask requirements, refer to the [UBC COVID-19 Campus Rules](#)
- **Following Direction of Public Health:** as it relates to [PHO Orders](#), contact tracing and isolation requirements
- **UBC Rapid Testing Requirement:** all students, faculty & staff are required to be regularly tested for COVID-19 but can be exempt from this requirement by disclosing if they are fully vaccinated through the confidential UBC Vaccination Status Declaration. Please see <https://rapidtesting.covid19.ubc.ca/f> for more information

For further information and complete list of rules, visit [UBC Campus Rules & Guidance Documents](#). Frequently asked questions about COVID-19 protocols at UBC can be found [here](#).

## Event Plan Best Practices: Preventing the Transmission of Communicable Diseases

Follow these basic best practices and do your part to prevent the transmission of communicable diseases:

- If sick, stay home
- Follow rules and guidelines from the Province, UBC and host location
- Clean your hands
- Get vaccinated if you are able
- Respect personal space
- Consider people's situations & comfort levels
- It's always safer outdoors



## Event Details

<b>EVENT NAME</b>	UBC Remembrance Day Ceremony
<b>EVENT DATE(s)</b>	Thursday November 11 2021
<b>EVENT TIME(s)</b>	10:00am doors open 10:45am ceremony begins 11:45am ceremony concludes
<b>EVENT LEAD/ORGANIZER (Name)</b>	Denise Luong, Events Manager, UBC Ceremonies & Events
<b>UBC EVENTS ONLY:</b>	
<b>SPONSOR (relevant leader/approver)</b>	Liz King, Director, UBC Ceremonies & Events
<b>APPROVAL FROM EVENT SPONSOR</b>	<input checked="" type="checkbox"/> Approval Received <input type="checkbox"/> Approval Pending
<b>EVENT LOCATION (Building/Outdoor)</b>	War Memorial Gymnasium
<b>EVENT LOCATION – (Room / Area)</b>	Gym Floor and bleachers, 206/208 (VIP), 100 (Musicians)
<b>NUMBER OF PARTICIPANTS ATTENDING</b>	800 anticipated; 2000 capacity

### Describe the event:

Since the opening of the War Memorial Gym in 1951, the University has held an annual ceremony commemorating November 11.

Prior to 2001, the event was traditionally held in the Foyer of the War Memorial Gym but due to the rise in the number of attending guests, the event was moved into the Gymnasium. Since 2001, the annual Remembrance Day Ceremony at UBC has become so popular, drawing more than 1200 individuals from the on and off-campus community to the ceremony to pay their respects to those that have who served in times of war, military conflict and peace.

In 2020, the ceremony was held virtually in light of the COVID-19 pandemic. 2021 marks the return of an in-person Remembrance Day ceremony, and incorporates UBC Okanagan components acknowledging different restrictions ongoing in Interior Health.

Program elements include Musqueam (live) and Syilx Okanagan (pre-recorded) welcomes, remarks from the platform party (live and pre-recorded), two minutes of silence with accompaniment, laying of wreaths, musical performances. The 2021 ceremony will not include a reception with refreshments.



**Provide a timetable of event:**

Wednesday November 10:

4:00pm access to WMG for load-in

Thursday November 11:

6:00am vendor load-in and set-up

9:15-9:55am rehearsal

10:00am doors open to guests, proof of vaccination process underway

10:00-10:30am arrival of the platform party

10:40am platform party briefing and procession order

10:47am platform party processes to platform on gym floor

10:50am ceremony begins

11:45am ceremony concludes

Ensure that [to consult for your Health Regional restrictions](#) before completing the application below.



## Determine Activity, Gathering or Event

Choose one option that best describes your activity in either section A, B or C.

- a) If your event falls within Section A, B or C, no further information is required. Save and submit for approval
- b) If your event falls within Section D, Public Health Order Compliance is required, fill in next pages and submit for approval

### DEFINITIONS:

1. Event means a gathering of persons for a purpose
2. An event held in a tent with one or more sides is an inside event
3. An event held in a tent without any sides is an outside event
4. “participant” means a person present at an event including a spectator, but does not include an organizer, event staff member, official, volunteer, officiant, or any other person who is acting in an official or service capacity, or a paid performer, player or athlete
5. “program for children or youth” means a structured educational program, including home education or distributed learning, music, art, drama, dance, recreational, sport, exercise, or social activity and provided primarily for persons under 22 years of age

<b>A.</b>	Educational activity <u>facilitated by the institution</u> (select specific details below) <i>[Normal operations – no further info required – submit for approval]</i>		
<input type="checkbox"/>	Lecture	<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Lab	<input type="checkbox"/>	Formal Study Group
<input type="checkbox"/>	Seminar	<input type="checkbox"/>	Tutorial
<input type="checkbox"/>	Workshop	<input type="checkbox"/>	Orientation
<input type="checkbox"/>	Demonstration		
<b>B.</b>	Worship Services <i>[No capacity limits or restrictions – submit for approval]</i>		
<input type="checkbox"/>	Indoor or outdoor worship services		
<b>C</b>	Event <i>[No further info required – submit for approval]</i>		
<input type="checkbox"/>	Inside Event a) An organized seated gathering of <b>less than 50 participants</b> in an inside place for entertainment, choral, musical, gambling or business purposes, or arts or crafts education or classes, and includes a concert, theatrical production, dance or symphony performance, lecture, presentation, workshop, wedding reception, or funeral reception not held at a funeral home		
<input type="checkbox"/>	Inside Event b) An organized standing gathering of <b>less than 50 participants</b> in an inside place for social, recreational or business purposes, including the unseated portion of a conference, convention, commercial trade fair, home show or sponsored ticketed party		



## Determine Activity, Gathering or Event (cont'd)

D.	Outside Event <i>[fill in "Public Health Order Compliance – OUTSIDE Events" section on next page]</i>
<input type="checkbox"/>	Outside Event (an organized gathering of participants in an outside place with seating provided for spectators)
<input type="checkbox"/>	A program for children or youth in an outside place
E.	Inside Event <i>[jump to the Public Health Order Compliance – INSIDE EVENTS" section and fill it out]</i>
<input checked="" type="checkbox"/>	Inside Event a) An organized seated gathering of <b>more than 50 participants</b> in an inside place for entertainment, choral, musical, gambling or business purposes, or arts or crafts education or classes, and includes a concert, theatrical production, dance or symphony performance, lecture, presentation, workshop, wedding reception, or funeral reception not held at a funeral home
<input type="checkbox"/>	Inside Event b) An organized standing gathering of <b>more than 50 participants</b> in an inside place for social, recreational or business purposes, including the unseated portion of a conference, convention, commercial trade fair, home show or sponsored ticketed party
<input type="checkbox"/>	Inside Event c) An organized gathering of <b>any number of participants</b> in an inside place for the purpose of an adult sports activity, an adult exercise or fitness activity or class, or an adult dance class
<input type="checkbox"/>	Inside Event: d) A sports event in an inside place
<input type="checkbox"/>	Inside Event e) A program for children or youth in an inside place



## Public Health Order Compliance – OUTSIDE EVENTS

Detail below how the event will comply with all the PHO requirements outlined in [Gatherings and Events – October 25, 2021](#) and then jump to the Proof of Vaccination Section and complete the remainder of this safety plan

PHO Requirement	Event Compliance
No more than 5,000 persons, or 50% of the seated operating capacity of a place, excluding event staff, whichever number is greater, are allowed to be present. How many persons will be present for this event?	
Who is the organizer?	
How is access to the event controlled?	
Seating needs to be available for each participant. How will you achieve this?	
Participants need to be seated throughout the place in such a way as to use all available space. How will you achieve this?	
If there is a food or drink station, how will you achieve the following: a) hand washing facilities or alcohol-based sanitizers are within easy reach of the station; b) signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station; and c) high touch surfaces at the station, and utensils that are used for self-serve, are frequently cleaned and sanitized.	
Hand sanitation supplies need to be readily available to participants. How will you achieve this?	
Toilet facilities with running water, soap and paper towels for hand washing and drying purposes, or hand sanitation supplies, are available for participants. How will you achieve this?	
The organizer monitors the number of persons present, and ensures that the number of persons present does not exceed the maximum number permitted for the event. How will you achieve this?	
If there is more than one area in which events may be held in a place, there may be an event in each of the areas.	



## Public Health Order Compliance – INSIDE EVENTS

Detail below how the event will comply with all the PHO requirements outlined in [Gatherings and Events – October 25, 2021](#) and then complete the remainder of the sections in this safety plan

PHO Requirement	Event Compliance
<p>Up to 100% of the seated operating capacity of a place may be used for the purpose of a seated inside event, and up to 100% of the standing operating capacity of a place may be used for the purpose of a standing inside event. Indicate the seated/standing capacity of the space and the number of people that will be present</p>	<p>We anticipate 800 guests in attendance, which is still well below the max capacity (2000) of the gym. There will be a seat for all attendees and members of the Platform Party – either in the bleachers, in floor seating or on stage.</p>
<p>Who is the organizer?</p>	<p>UBC Ceremonies &amp; Events</p>
<p>How is access to the event controlled?</p>	<p>Guests are encouraged to pre-register in advance to help control for numbers/capacity. Greeters are positioned at each entrance to check proof of vaccination (only 3 entrances will be available for this event).</p> <p><b>Accessible entrance:</b> Southeast entrance to building</p> <p><b>General entrances:</b> Northwest and Southwest entrances to the building, near the main staircase</p>
<p>If the inside event is:</p> <p>An organized seated gathering of <b>more than 50 participants</b> in an inside place for entertainment, choral, musical, gambling or business purposes, or arts or crafts education or classes, and includes a concert, theatrical production, dance or symphony performance, lecture, presentation, workshop, wedding reception, or funeral reception not held at a funeral home.</p> <p>There is seating available for each participant, and each participant is provided with a seat. Participants are seated throughout the place in such a way as to use all available space.</p> <p>How will you achieve this?</p>	<p><input type="checkbox"/> Check this box if your inside event does not fit the definition outlined to the left</p> <p>Floor seating will be available on the gym floor, in addition to available bleacher seating. Most seating is general admission, however there will be reserved seating (approx. 50 seats) in the first few rows for guests of the platform party and VIPs.</p>



PHO Requirement	Event Compliance
<p>If the inside event is any of the following:</p> <ul style="list-style-type: none"> <li>i. An organized gathering of any number of participants in an inside place for the purpose of an adult sports activity, an adult exercise or fitness activity or class, or an adult dance class</li> <li>ii. A sports event in an inside place</li> <li>iii. A program for children or youth in an inside place</li> </ul> <p>Participants who are spectators are provided with a seat. Spectators are seated throughout the place in such a way as to use all available space. How will you achieve this?</p>	<p><input checked="" type="checkbox"/> Check this box if your inside event does not fit the definition outlined to the left</p>
<p>If there is a food or drink station, how will you achieve the following?</p> <ul style="list-style-type: none"> <li>a) hand washing facilities or alcohol-based sanitizers are within easy reach of the station;</li> <li>b) signs reminding participants to wash or sanitize their hands before touching self-serve food, drink or other items, are posted at the self-serve station; and</li> <li>c) high touch surfaces at the station, and utensils that are used for self-serve, are frequently cleaned and sanitized.</li> </ul>	<p>There will be no general reception at this event, this year.</p> <p>Light refreshments (coffee, tea, water) will be available in the VIP briefing room. Hand sanitizer and signage encouraging hand hygiene will be positioned near this beverage station.</p>
<p>Hand sanitation supplies need to be readily available to participants. How will you achieve this?</p>	<p>We will provide near the coffee station in the briefing room. Throughout the WMG facility, hand sanitizer is available through wall and standalone pumps.</p>
<p>Toilet facilities with running water, soap and paper towels for hand washing and drying purposes or hand sanitation supplies are available for participants. How will you achieve this?</p>	<p>The toilet facilities in War Memorial Gym will all be open for use and are cleaned/maintained to the standards of UBC Building Operations.</p>
<p>Dance floors are closed with <a href="#">physical barriers</a> or occupied with tables, unless they are being used for a dance performance. How will you achieve this?</p>	<p>N/A</p>
<p>Participants do not dance, unless they are registered participants in and attending at a dance class at a dance studio or a recreation facility or a child or youth participating in a program for children or youth. How will you achieve this?</p>	<p>N/A</p>



If there is more than one area in a place in which events may be held, there may be an event in each of the areas. Please describe if this is the case for your event.

The main ceremony will be held in the Gymnasium. Room 206/208 will be used for the platform party assembly and briefing, Room 100/Athletics Staff Lounge room 272 will be used for the musicians assembly and briefing.



## Proof of Vaccination

This section does not apply to:

- a) A person under 12 years of age
- b) A person 12 to 21 years of age who is participating in a program for children or youth in a sports event.

Proof of vaccination is required for:

- a) Inside events (as outlined in Section E above)
- b) Adults (19+) who are leading, supervising or assisting with a program for children or youth (under 22 years of age), whether the program take place inside or outside

PHO Requirement	Event Compliance
<p>An organizer must obtain proof in the form of a vaccine card that a participant has received two doses of vaccine. How will you achieve this?</p>	<p><b>Accessibility entrance:</b> At the Southeast entrance to building, one volunteer/staff will be positioned to do visual checks of proof of vaccination along with acceptable ID. They will have access to the app if additional check is required. An additional one volunteer/staff will assist in finding seats.</p> <p><b>General entrances:</b> At the Northwest and Southwest entrances to the building, near the main staircase, Five volunteers/staff will be positioned in the lobby, near the southwest and northwest entrances to do visual checks of proof of vaccination along with acceptable ID. For those individuals where there may be questions or uncertainty about their proof of vaccination or ID, they will be asked to step to a separate table for additional discussion and checking, including using the app as necessary.</p>
<p>An organizer must not permit a participant who has not provided the organizer with proof in the form of a vaccine card of having received two doses of vaccine to enter or remain a place for the purpose of an event or to participate in an event.</p>	<p><input checked="" type="checkbox"/> Check the box to indicate that you will comply with this requirement</p> <p>Where required, guests will be asked to step aside to a trouble-shooting table for additional discussion and checking, using the app as required, for proof of vaccination and ID. This will be staffed by a Manager, with the Director available to manage more sensitive or delicate discussions. In addition, Campus Security will be on site and available to assist with circumstances as required, from 9:45am until the start of the ceremony.</p>



If an event takes place on more than one day, the requirements in this section apply on each of those days. How will you achieve this?	N/A
An operator must not scan the QR code on a vaccine card with any tool other than a BC Vaccine Card Verifier App.	<input checked="" type="checkbox"/> Check the box to indicate that you will comply with this requirement
An organizer must not retain proof of vaccination or identification provided by a participant, or use it for any purpose other than to confirm that a participant has been vaccinated	<input checked="" type="checkbox"/> Check the box to indicate that you will comply with this requirement
An organizer may keep a record of the fact that the participant has provided proof of being vaccinated and the organizer may rely upon this record to satisfy the requirements in this Part with respect to future participation by the participant in an event at the same place.	<input type="checkbox"/> Check the box if this is applicable for your event and the organizer will be keeping a record <input checked="" type="checkbox"/> Check this box if you will not be keeping a record for your event
An adult (19+) volunteer who is leading, supervising or assisting with a program for children or youth, whether the program takes place inside or outside must have received two doses of vaccine. How will you verify this?	N/A
An adult must not volunteer to lead, supervise or assist with a program for children or youth, whether the program takes place inside or outside who has not received two doses of vaccine.	<input checked="" type="checkbox"/> Check the box to indicate that you will ensure compliance with this requirement

## Face Coverings

A face covering must be worn in a manner that covers the nose and mouth. Face Coverings must be worn during all inside events unless actively eating/drink, actively presenting, participating in exercise activity or sport or otherwise indicated in the [Face Coverings Order](#)

## Communication Strategy

**Describe where a copy of this safety plan will be kept in case it needs to be accessed during the event:**

<p>A copy of this safety plan will be available as follows:</p> <ul style="list-style-type: none"> <li>• A hard copy will be available on site with the host venue staff (Athletics &amp; Recreation) and the organizer staff (Ceremonies &amp; Events);</li> <li>• A soft pdf copy will be available on the event <a href="#">webpage</a></li> </ul>
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**Event patrons will be notified of protocols and expectations by:**

<p>Event patrons will be notified in the following manner:</p> <ul style="list-style-type: none"> <li>• Safety information has been made available through VIP invitations and on the event <a href="#">webpage</a></li> <li>• Guests who pre-register for the event will receive an event reminder that includes safety information</li> </ul>
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- VIPs and wreath layers who receive reminders and/or briefing information/packages will receive safety information
- Safety information will be reiterated during live remarks by the emcee
- Event signage on site will include safety information

## Relevant UBC Safety Plans

If indoors in a UBC controlled space you can access relevant plans [here](#).

## Sector-Specific / Venue-Specific Requirements

Restaurants, public and leisure spaces at UBC may have their own sector-specific requirements. List any UBC managed, location-specific safety procedures that need to be followed:

- [BC PHO on Gatherings and Events](#)
- [BCCDC Return to Campus Public Health Guidance](#)
- [UBC Campus Rules](#)
- [UBC Event Planner Toolkit \(w Directive\)](#)
- [UBC Recreation Know Before You Visit](#)

## Health & Safety Concerns

- UBC Staff and Faculty should raise their concerns to their supervisor.
- In the event of an emergency please follow the applicable emergency response procedures, such as from the hosting facility or as required under other service agreements. *Note: This Plan may defer to the specific facility's response procedures if contractually provided*
- For non-emergencies, event organizers or venue staff may contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).



## Approval Section

*To be completed by the venue manager accepting the booking*

For assistance reviewing this plan you can contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) and a representative will be assigned to assist.

<input checked="" type="checkbox"/> SATISFIES THE REQUIREMENTS OF THE RELEVANT ORDERS/NOTICES
<input type="checkbox"/> REQUIRES FURTHER REVIEW [Briefly provide context for decision]

**Appendices** (i.e. event/floor plan layout)