



Special Events Advice



DURHAM
REGION

HEALTH
DEPARTMENT

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Special Events Advice

Large gatherings like special events can contribute to the transmission of respiratory pathogens, such as COVID-19.

This guidance document is intended for special event coordinators during the COVID-19 pandemic, that have food and/or personal service setting vendors participating in the event.

The following must be submitted to DRHD 30 days prior to the event for consideration and approval:

- [Special Event Coordinator Applications](#)
- [Special Event Vendor Applications](#)
- A [Safety Plan](#)
- [Site plan](#)
- Completed [Special Events Guidance Agreement](#)

If food and/or personal service setting vendors are not in attendance at your event, please contact your local area municipality.

Coordinators must adhere to gathering limits set out by the [Province](#). Capacity signage must be posted at the entrance to the event/activity.

This information has been compiled by DRHD. It is intended to provide advice for special event coordinators to prepare for safe special events in our community, subject to direction from the Province of Ontario, and should not be construed as legal advice or to replace specific instructions that may be issued by DRHD or the Province.

If you have a specific question about anything in this document, please contact DRHD at 905-668-2020 or via [email](#).

Safety Plan

The requirements listed below are mandatory for coordinators to submit in writing to DRHD if they want their special event application to be considered. These requirements must be discussed in your safety plan.

The safety plan must be in writing and be made available to any person for review upon request. The plan must be posted in a visible location at the event for workers and visitors to see.

For more details regarding safety plans, visit the Durham Region Health Department's [Safety Plan Template](#), [COVID-19 Workplace Safety Plan Checklist](#) resource and the Province's document [Develop Your COVID-19 Workplace Safety Plan](#).

Topics	Requirement	Public Health Rationale
Personal Protection Measures	Establish screening measures in place for visitors at point of entry. A screening tool must be implemented to ensure the health of the staff, volunteers and essential visitors (e.g. individuals providing a service at the event who are not employees such as delivery and maintenance people). For detailed guidance visit the Ministry of Health's website Ontario COVID-19 Screening .	Although screening may not identify all visitors and staff with COVID-19, you may be able to quickly identify and isolate symptomatic individuals from other participants.
	Hand sanitizer and/or hand washing stations must be at the entrance and throughout the venue.	Hand hygiene will be performed more frequently if alcohol-based hand sanitizer (60-90% alcohol) or hand washing sinks with soap and disposable towels are readily available. Proper hand hygiene practices can reduce the spread of COVID-19.
	Create a policy on mask use for visitors and staff/volunteers.	Masking of visitors and staff at the event will lower the risk of transmission.
Cleaning Disinfecting	A cleaning and disinfecting schedule must be developed for high touch surfaces/equipment, washrooms etc. before, during, and after the event. Logs should be maintained for high touch surfaces and washrooms. Use Health Canada approved disinfectants that have a Drug Identification Number (DIN). Always follow the manufacturer's instructions for use.	High touch surfaces can be contaminated and increase the risk of transmission. Commonly used disinfectants are effective against COVID-19.
Physical Distancing	Develop strategies to address physical distancing and crowding at your event (e.g. floor markings, signage etc.).	The concentration of respiratory droplets & aerosols tend to be the greatest within 2 metres of their source. Maintaining 2 metres distance from others is a precaution to prevent the spread of COVID-19.
Interactive Activities	Develop strategies to mitigate the risk of transmission at interactive activities, exhibits or games.	Interactive activities, exhibits or games may present an increase risk of transmission of COVID-19 due to close contact, sharing of items/equipment etc.

Personal Protection Measures



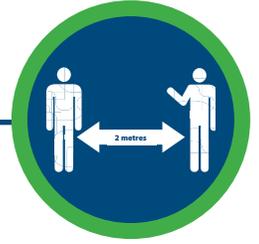
- Communicate personal preventive strategies prior to and during the event; stay home if ill, practice hand hygiene and respiratory etiquette, avoid touching your eyes, nose, and mouth.
- Communicate COVID-19 requirements to staff prior to the event.
- Outline procedures in place if a staff member or volunteer becomes ill.
- Develop flexible refund policies for visitors to promote staying home when sick.
- Place passive [screening signs](#) at the entrance to the event. Workers and essential visitors must be actively screened prior to entering the special event area.
- Single-use glove use is not recommended. If glove use is chosen it is important to change them every hour or more often as necessary and hands are to be washed and/or sanitized between changes. Remember to remove gloves when leaving the cash or changing tasks. When gloves are removed, new gloves must be used each time.
- A mask policy must be in place for the event, including staff and visitors. Consideration must be taken for people with exemptions. Staff/volunteers must wear personal protective equipment (medical mask and eye protection) indoors when they come within 2 metres of another person who is not wearing a mask and where there is no impermeable barrier in place. A face shield is not a mask.

Cleaning & Disinfecting



- Increase frequency of cleaning and disinfecting of surfaces especially high touch surfaces and washrooms. High touch surfaces should be cleaned and disinfected at least twice a day at a minimum.
- Ensure adequate staffing to maintain regular cleaning and disinfection.
- Use only disinfectants that have a Drug identification Number (DIN) approved by [Health Canada](#) and follow the manufacturer's instructions for use.
- Have an adequate supply of cleaning and disinfecting products for the duration of the event.
- Staff/volunteers to be properly trained on chemicals used during the event.
- Limit any sharing of tools, equipment and supplies. Shared items should be disinfected as frequent as necessary.
- Furniture and equipment should be made of a non-absorbent material that is easy-to-clean/disinfect.
- Create schedules and logs for staff/volunteers to fill out.

Physical Distancing



- **Physical distancing strategies:**
 - Posting [signage](#) at entrance and throughout the venue
 - Markings or pylons to mark 2 metres distancing between visitors
 - One-way flow of traffic
 - Vendors spaced accordingly
 - When physical distancing can't be maintained, use barriers (e.g. plexiglass) and/or masks
- Develop strategies to prevent gatherings and crowds at the event and procedures on how to disperse crowds/gatherings.
- **Crowd control strategies to consider:**
 - Reconfigure layout of event
 - Stagger arrivals and departures – reservation/time slots
 - Markings used for line ups 2 metres apart
 - Limit the number of people entering event
 - Designated staff for crowd control (e.g. entry/exit points, monitoring physical distancing in venue etc.)

Interactive Activities



- Develop strategies to mitigate the risk of transmission at interactive activities, exhibits or games.
- Items that cannot be cleaned and disinfected after each use must be single-use or removed from use.
- Limit the number of people participating in activities as per the capacity limits required. Capacity sign must be posted at the activity.
- Reservations required as set out by the [Province](#).

Site Plan

Develop a proposed site plan for the location of the event.

A site plan must indicate the placement of vendors, washrooms, traffic control, hand washing/hand sanitizer stations etc. to demonstrate COVID-19 precautions.

- **Site plan to include, but is not limited to:**
 - Entrance and exit points
 - Vendor placement indicating physical distance requirements
 - Washrooms
 - Hand sanitizer and hand washing stations
 - Traffic flow – directional arrows
 - Seating areas (e.g. dining, event viewing etc.), if applicable
 - Waiting areas (e.g. line ups, car parking etc.), if applicable
 - Garbage receptacles

Resources



[COVID-19 Guidance and Advice for Businesses & Organizations](#)

DRHD, [COVID-19 for Businesses and Workplaces](#)

DRHD Poster, [Protect yourself and others during COVID-19](#)

Ministry of Health, [Face Coverings and Face Masks](#)

Ontario, [Face Covering Do's Don'ts](#)

Ontario, [COVID-19 Public Health Measures and Advice](#)

References

Risk mitigation tool for gatherings and events operating during the COVID-19 pandemic

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/mass-gatherings-risk-assesment.html>

Key planning recommendations for mass gatherings in the context of COVID-19

<https://www.who.int/publications/i/item/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak>

Special Events Agreement

I/We acknowledge that due to the COVID 19 pandemic, public health rules and regulations may change between the signing of this Special Event Agreement and the date of the event that may result in the event being cancelled by Durham Region Health Department (DRHD) with little notice. While DRHD will attempt to give at least 24 hrs notice of any cancellation, I/we acknowledge that such notice might not be possible depending on circumstances beyond the control of DRHD.

Initials

I/We acknowledge and agree that any cancellation of the event agreement is at our sole and exclusive cost and that DRHD shall at no time be liable for any expense, cost or liabilities in regards to any cancellation of this agreement.

Initials

Name

Date (MM / DD / YYYY)

Please send your completed application package, including this page, to:

Durham Region Health Department
Health Protection Division
101 Consumers Drive, 2nd Floor, Whitby, Ontario L1N 1C4
or
fax: **905-666-1887**
or
email: **ehl@durham.ca**



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durham.ca/novelcoronavirus

Durham Health Connection Line | 905-668-2020 or 1-800-841-2729

If you require this information in an accessible format, contact 1-800-841-2729.

