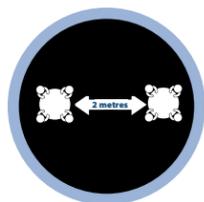


## Advice from Durham Region Health Department for Event and Meeting Spaces\*

- ✓ Be aware of the most current, credible public health information/recommendations, and communicate these to your staff and attendees.
- ✓ Indoor meeting and event spaces are **not** permitted to open with limited exceptions. For further details refer to [Ontario Regulation 263/20: Rules for Areas in Step 2](#).
- ✓ Outdoor areas of the event and meeting spaces are permitted to operate at a maximum capacity that can maintain 2m physical distancing, this includes social gatherings associated with religious services, wedding ceremonies and funeral services. Capacity limit must be posted at a conspicuous location.
- ✓ Outdoor meeting and event spaces that serve food or drinks are permitted to operate between the hours of 5 a.m. to 11 p.m.
- ✓ Unmonitored, private gathering events held in private residences, backyards, parks and recreational areas (e.g. parties, dinners, BBQs, weddings, etc.) cannot exceed 10 people outdoors and 5 people indoors.
- ✓ Wedding, funeral, and religious services, rites, or ceremonies are permitted outdoors only. The outdoor capacity is subject to the number of people able to maintain 2 metre physical distancing.
- ✓ A safety plan, outlining how to protect staff and the public against COVID-19 within the facility must be made available upon request. A copy of the safety plan must be posted within the facility for viewing by staff and the public. For more details visit the Durham Region Health Department document [Safety Plan Template](#), [COVID-19 Workplace Safety Plan](#) and the Province's document [Develop Your COVID-19 Workplace Safety Plan](#).
- ✓ For workplace establishments refer to the [Section 22 Class Orders](#) for further details of the requirements.



Post signs at all entrances directing those who are ill not to enter and instructions to complete screening prior to entering. Advise staff and attendees to stay home if they are experiencing symptoms of COVID-19 or have been in close contact with anyone who has a respiratory illness.



No more than ten (10) people may be seated together at an outdoor table unless everyone seated at the table is a member of the same household, member of up to one other household who lives alone, or a caregiver to a patron. Arrange tables/chairs to allow for the movement of patrons to ensure physical distancing is maintained between patrons at different tables.



Ensure properly stocked and frequently cleaned and disinfected handwash and/or hand sanitizer stations are made available at the entrance and throughout the facility for everyone to wash/sanitize their hands as required.



Remind staff to wash their hands before and after eating, using the washroom or changing gloves. Post handwashing posters at the stations. Wash your hands often for at least 20 seconds where possible.



The use of masks is mandatory for all staff and visitors indoors, subject to limited exemptions. Staff must wear personal protective equipment (medical mask and eye protection) when they come within 2 metres of another person who is not wearing a mask while indoors and where there is no impermeable barrier in place. A face shield is not a substitute for a mask.



A policy must be in place for those entering enclosed public spaces including exemptions set out by the Province from wearing a mask.



Clean and disinfect high touch surfaces/equipment frequently. Recommend cleaning and disinfecting twice per day at a minimum and when visibly dirty. Use only disinfectants that have a Drug Identification Number (DIN) given and approved by [Health Canada](#) and follow the manufacturer's direction regarding contact time. Maintain cleaning and disinfecting logs.



Keep a record of all individuals for 1 month (including full name, either phone number or email address, dates/times of entry and event) who attends the facility for contact tracing. Records should also be kept of workers assigned to specific events/meetings.



No buffet style service or self-serve items (e.g. beverage stations, etc.) may be provided. Attendees must be seated at all times in any area of the rented space except, while entering/exiting the premise, going to/from the washroom, while lining up and for health and safety purposes.



Dancing and singing amongst guests are not permitted, this includes karaoke. Other live performances/entertainment are permitted. The performers must be distanced 2 metres from any spectators or are separated from any spectators by an impermeable barrier.



Outdoor patios/enclosures (e.g. tent, canopies, etc.) must have at least 2 full sides open to the outdoor area and must not be substantially blocked by any walls or any impermeable physical barriers.



Provide/install physical barriers/visual cues and signage reminders (e.g. one-way directional markings/flow, posting signs in high traffic areas, physical distancing, etc.). When physical barriers are provided, staff are still required to wear a mask.



Sale of alcohol must end at 10 p.m. and no consumption of alcohol on-premise in businesses after 11 p.m.



Active screening must be implemented to ensure the health of the staff, volunteers, visitors and attendees. Screening logs must be maintained for 30 days and only disclosed when requested by the medical officer of health or an inspector under the Health Protection and Promotion Act. For detailed guidance visit the Ministry of Health's website [Ontario COVID-19 Screening](#).