COVID-19 Requirements for Meeting & Event Spaces

This document is intended to outline the laws and regulations that meeting and event spaces, including conference centres and convention centres, must comply with related to the COVID-19 pandemic. As every business/organization/facility is different, owners/operators must review their own policies, procedures, and site-specific operations, while ensuring that the appropriate infection prevention and control measures are implemented and maintained.

See COVID-19 Guidance for Businesses & Organizations for recommendations to further reduce the spread of COVID-19 among staff and patrons.

The aim and purpose of this document is to assist businesses and organizations with information related to legal requirements pursuant to the Ontario Government’s reopening framework. While efforts are made to ensure these documents provide accurate and timely information, owners and operators are encouraged to consult the applicable regulations made under the Reopening Ontario Act for the most up-to-date requirements. This information is not intended to, nor does it provide, legal advice and should not be relied upon or treated as legal advice. Users seeking legal advice should consult with a qualified legal professional. The owner of a business or organization is required to be aware of and comply with all applicable legal requirements.

Zoning by-laws and other City by-laws may provide other applicable restrictions that must also be complied with.

Roadmap to Reopen: Step 3

Compliance with Applicable Laws

- The person responsible for the business or organization must comply with all applicable laws, including:
  - The Reopening Ontario (A Flexible Response to COVID-19) Act, 2020
    - Ontario Regulation 364/20
  - the Occupational Health and Safety Act, and regulations made under it
  - City of Toronto orders and bylaws

Advice, Recommendations & Instructions of Public Health Officials

- The person responsible for a business or organization must follow the advice, recommendations and instructions issued by public health officials, including on physical distancing, cleaning or disinfecting.
Proof of Vaccination

- The person responsible for a business or organization shall require each patron who enters an indoor area of the premise of the business or organization to provide at the point of entry proof of identification and of being fully vaccinated against COVID-19, including:
  - the indoor areas of meeting and event space, including conference or convention centres
  - outdoor meeting and event spaces, including conference and convention centres, that has a usual capacity of 20,000 or more persons
  - indoor areas of restaurants, bars and other food or drink establishments where dance facilities are not provided, but not with respect to takeout and delivery service.
  - indoor and outdoor areas of restaurants, bars and other food or drink establishments where dance facilities are provided, but not with respect to takeout and delivery service.
  - See Guidance for Restaurants, Bars, and other Food Service Premises for details.

- Proof of vaccination requirements do not apply if the business or place is rented out,
  - to a provider of child care within the meaning of the Child Care and Early Years Act, 2014;
  - for the purpose of the provision of social services;
  - for the purpose of delivering or supporting the delivery of court services;
  - for operations by or on behalf of a government; or
  - for the purpose of delivering or supporting the delivery of government services.

- It is now mandatory to use the enhanced vaccine certificate with the QR code to gain access to settings that require proof of vaccination. The person responsible for the businesses or organization is required to verify the enhanced vaccine certificate using the Verify Ontario app.

Resources:

- COVID-19 Vaccines
- COVID-19 Vaccine Posters & Graphics
- Proof of COVID-19 Vaccination
- Proof of Vaccination Guidance for Businesses and Organizations

Capacity Limits

- Rooms must be separated by a partition with a hard, non-porous surface that can be easily and routinely cleaned and disinfected.

Health Screening

- The person responsible for a business or organization must follow the advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health, on screening individuals.
• **Signs** must be posted at all entrances to the premises of the business or organization in a conspicuous location visible to the public to inform individuals on how to [screen themselves](#) for COVID-19 prior to entering the premises.

• Actively screen every person who works at the business or organization before they enter the premises of the business or organization.

• Actively screen all patrons before they enter the indoor meeting or event space in accordance with the [advice, recommendations and instructions of the Office of the Chief Medical Officer of Health](#).
  
  o This does not apply if the business or place is rented out,
    
    ▪ to a provider of child care within the meaning of the Child Care and Early Years Act, 2014;
    
    ▪ for the purpose of the provision of social services;
    
    ▪ for the purpose of delivering or supporting the delivery of court services;
    
    ▪ for operations by or on behalf of a government; or
    
    ▪ for the purpose of delivering or supporting the delivery of government services.

**Resources:**

• [Self-screening poster for patrons](#)

• [Active screening questionnaire for staff](#)

• [Active screening questionnaire for patrons](#)

**Masks**

• The person responsible for a business or organization shall ensure that any persons in the indoor area of the premises of the business or organization, or in a vehicle that is operating as part of the business or organization, wears a mask or face covering that covers their mouth, nose and chin during any period when they are in an indoor area, unless entitled to an [exemption](#).
  
  o Proof of an exemption is not required.

• Ensure that every person who performs work for the business or organization and whose mask is temporarily removed to consume food or drink is separated from other persons by at least 2 metres distance or by plexiglass or some other impermeable barrier.

**Other Requirements:**

• Toronto [Bylaw 541-2020](#) also requires operators to:
  
  o Create a mask policy for their establishment.
  
  o Communicate this policy to employees and patrons.
  
  o Post signs at all entrances to the premises in high visibility areas containing the required text.
  
  o Train employees on the policy, including exemptions.
  
  o Train employees on how to communicate with, and accommodate people who may be exempt.
Resources:
• Mask Bylaw Checklist and Sample Policy – available in: [PDF] and [Fillable PDF]
• Mask and Face Covering Bylaw Sign

Personal Protective Equipment (PPE)
• A person must wear appropriate PPE that provides protection of their eyes, nose and mouth if, in the course of providing services, the person:
  o is required to come within two metres of another person who is not wearing a mask or face covering during any period when that person is in an indoor area; and
  o is not separated by plexiglass or some other impermeable barrier from a person described above.

Line Management
• The person responsible for a business or organization must ensure that patrons do not line up or congregate:
  o outside the business or place, unless they are maintaining a physical distance of at least two metres from other groups of persons.
  o inside an indoor part of the business or place unless they are:
    ▪ maintaining a physical distance of at least two metres from other groups of persons; and
    ▪ wearing a mask or face covering, unless entitled to an exemption.

Safety Plan
• The person responsible for a business must prepare and make available a safety plan that describes the measures and procedures which have been implemented or will be implemented in the business to reduce the transmission risk of COVID-19.

Resources:
• COVID-19 Safety Plan Checklist (available in: PDF and Fillable PDF)
• Instructions for Completing the COVID-19 Safety Plan Checklist

Tents, Canopies, Retractable Roofs, etc.
• The person responsible for a business or organization must ensure that:
  o If an outdoor area of the business or place is covered by a roof, canopy, tent, awning or other element, at least two full sides of the entire outdoor area are open to the outdoors, and is not substantially blocked by any walls or other impermeable physical barriers.
If an outdoor area at the business or place is equipped with a retractable roof and the roof is retracted, at least one full side of the outdoor area are open to the outdoors, and is not substantially blocked by any walls or other impermeable physical barriers.

**Food & Drink**
- Review the [Guidance for Restaurants, Bars, and other Food Service Premises](#).

**Live Entertainment**
- The person responsible for a business or organization must ensure that if live entertainment is performed for spectators at the business or place, the performers maintain a physical distance of at least two metres from any spectators or are separated from any spectators by plexiglass or some other impermeable barrier.

**Wedding, Funeral, or Religious Service, Rite or Ceremony**
- See [COVID-19 Guidance for Places of Worship](#).

**Cleaning and Disinfecting**
- The person responsible for a business or organization must ensure that:
  - any washrooms, locker rooms, change rooms, showers or similar amenities made available to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition; and
  - any equipment that is rented to, provided to, or provided for the use of members of the public is cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.
    - Applies to computers, electronics and other machines or devices that members of the public are permitted to operate.

**Resources:**
- [Cleaning & Disinfection for Public Settings](#)

**Other Resources**
- [COVID-19 Guidance: Employers, Workplaces & Businesses](#)
- [Ontario Public Health Measures and Advice](#)
- [Managing COVID-19 in the Workplace](#)

For more information, visit our website at [toronto.ca/COVID19](http://toronto.ca/COVID19) or call us at 416-338-7600.