

## COVID-19 Checklist for Safely Organizing Events & Gatherings

The following checklist is intended to help organizers safely plan and host events and gatherings while reducing the risk of COVID-19. These may include:

- Performing arts events, concerts and live shows
- Exhibits and installations
- Meetings and conferences
- Donation drives and fundraisers

The aim and purpose of this document is to assist individuals and businesses with information related to the Ontario Government's reopening framework as well as Toronto Public Health requirements to reduce the spread of COVID-19. It is important to know that breaches of some of these directions will constitute offences under provincial regulations or other public health legal requirements. While we aim to provide relevant and timely information, no guarantee can be given as to the accuracy or completeness of any information provided. This guidance 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.

### 1. Assess the Risk & Create a Safety Plan

- ☐ Know what is permitted per the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#).
- ☐ Review the [COVID-19 Guidance for Indoor & Outdoor Events & Gatherings](#).
- ☐ Assess the risks associated with the event and your ability to mitigate these risks.
  - Consider who is attending, what activities are involved, where and when and how the event will take place and the current and projected level of virus spread in the community.
- ☐ Create a [safety plan](#).

### 2. Conduct COVID-19 Screening & Record Attendance

- ☐ Advise staff/volunteers to report illness to their supervisor/manager and to stay home if sick.
- ☐ [Actively screen](#) all staff/volunteers before starting each shift.
- ☐ Ask all guests to [self-screen](#) before attending and to stay home if sick.
  - Some venues may be required to [actively screen patrons](#) entering their facility, including meeting and event spaces.
- ☐ Communicate with all attendees, including posting signs at the entrance of the premises describing conditions for entry, (e.g. [COVID-19 screening tool](#)).
- ☐ Advise anyone who develops [COVID-19 symptoms](#) while at the event to go home right away and [self-isolate](#). Instruct them to call Telehealth at 1-866-797-0000, their health care provider or an [Assessment Centre](#) to get tested.

Revised January 11, 2022

- ☐ Maintain attendance records of all staff and volunteers, including name, contact information, date and time. This will support contact tracing by Toronto Public Health should the need arise.
  - Some venues (e.g., meeting and event spaces) may be required to collect contact information for all people who enter their facility, including patrons.
- ☐ Protect all personal information collected. Keep records for 30 days and then shred.

### 3. Request Proof of Vaccination

- ☐ Implement a [workplace vaccination policy](#).
- ☐ Comply with provincial requirements and request [proof of vaccination](#) from guests, if applicable.
- ☐ Comply with [Toronto Public Health proof of vaccination](#) requirements, if applicable.

### 4. Limit Capacity

- ☐ Comply with current [provincial gathering limits](#).
- ☐ Host events or activities virtually and/or outdoors, if possible.
- ☐ Use a ticketing/registration system to help control capacity and support contact tracing, if necessary.
- ☐ Post signs at the entrance stating the maximum number of people permitted at one time.

### 5. Ensure Physical Distancing is Maintained

- ☐ Ensure everyone stays at least two metres from people they don't live with.
- ☐ Space tents, booths, activities, and workstations at least two metres apart.
- ☐ Ensure that all people waiting in line indoors and outdoors maintain two metres physical distancing from other groups of persons. Masks are required indoors and strongly recommended outdoors while waiting in line.
- ☐ Keep the volume of amplified and acoustic sound low so that people do not need to speak loudly or lean close to each other in order to be heard.
- ☐ Performers of live music must be separated from spectators by at least two metres or an impermeable barrier.
- ☐ Communicate with all attendees, including placing [physical distancing](#) signs and floor stickers in high-traffic areas to remind individuals to keep two metres apart from others.

### 6. Promote Proper Hand Hygiene

- ☐ Provide regular access to hand sanitizer with 70-90% alcohol concentration throughout the venue, and encourage staff, volunteers and guests to use it frequently.
- ☐ Train staff/volunteers on proper [hand hygiene](#) techniques and [respiratory etiquette](#).

Revised January 11, 2022

- ☐ Avoid shaking hands or other forms of contact with other people; use [other forms of greeting](#).
- ☐ Avoid touching your eyes, nose and mouth with unwashed hands.
- ☐ Use contactless processes to purchase concessions, scan tickets, etc.
- ☐ Post [handwashing](#) and [respiratory etiquette](#) signs at the entrance and throughout the premises.

## 7. Use Masks or Face Coverings

- ☐ Operators are required to develop a policy on the wearing of masks. Use the [Mask By-law Checklist and Sample Policy](#)
- ☐ Ensure masks/face coverings are always worn when indoors.
- ☐ Ensure masks/face coverings are always worn outdoors when physical distancing is difficult.
- ☐ Train staff/volunteers on mask requirements, including who is [exempted](#) from wearing a mask. Proof of exemption is not required.
- ☐ Make personal protective equipment (PPE) available for staff/volunteer use when needed, including gloves, surgical/medical masks, and eye protection (face shield/goggles).
- ☐ Train staff/volunteers on the proper use of [masks/face coverings](#) and PPE.

## 8. Enhance Cleaning & Disinfection

- ☐ Clean and disinfect washrooms as frequently as is necessary to maintain a sanitary condition.
- ☐ Clean and disinfect high-touch surfaces such as tables, railings and door handles twice daily or more often as needed.

## 9. Increase Ventilation

- ☐ Ensure heating, ventilation and air conditioning (HVAC) systems are properly maintained, and replace filters as appropriate.
- ☐ Increase [ventilation](#) by opening windows and increasing air exchange settings on HVAC systems, if possible.
- ☐ Arrange workstations, activities and furniture away from air vents and high airflow areas; direct fans upwards, away from people.

## 10. Promote Food Safety

**Indoor dining is currently not permitted.**

- ☐ Vendors engaged in onsite food/beverage preparation in temporary establishments (e.g. tents/booths) at special events must comply with [O. Reg. 493/17: Food Premises](#).
- ☐ Review [Guidance for Food Premises](#) for more information.
- ☐ Encourage guests to remain seated while eating and drinking.

Revised January 11, 2022

- ☐ Communicate with all attendees to keep their mask on when not actively eating or drinking.
- ☐ Create a designated area away from guests for staff/volunteers to eat and drink.

### **11. Communicate with Staff, Volunteers & Guests**

- ☐ Share information with staff, volunteers, and guests in advance of the event about event/venue operations and expectations (e.g. public health measures, available amenities).
- ☐ Discourage people from attending if they or someone in their household is symptomatic or unwell.

### **More information**

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