

Renfrew County and District Health Unit

COVID-19 FACT SHEET

Guidance for Community Events

The Ontario Government has emergency orders and closures in place to reduce contact between people and stop the spread of COVID-19. With high vaccination rates, community events such as craft sales, parades, dinners and etc. can now occur with certain restrictions. Current COVID-19 restrictions can be found in [Ontario Regulation 364/20](#). More information can also be found at <https://covid-19.ontario.ca/public-health-measures>.

What Should I Be Aware of When operating during COVID-19?

1) Covid-19 Safety Plan

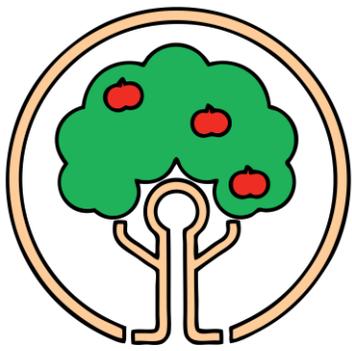
- Create a [safety plan](#) that describes at a minimum, screening, physical distancing, masks or face coverings, cleaning and disinfecting of surfaces and objects, the wearing of personal protective equipment and preventing and controlling crowding. See section 3.3 of [Ontario Regulation 364/20](#) for complete details and visit [Ontario.ca](#) for more guidance.

2) Proof of Vaccination

- Depending on the facility, proof of vaccination may be required for patrons entering an **indoor area**.
- Many community events take place at meeting and event spaces or recreational facilities where patrons ages 12 and up are required to show proof of vaccination at point of entry (unless an exemption applies - see schedule 1, section 2.1 of [Ontario Regulation 364/20](#) and accompanying [guidance document](#) for details).
- Vaccination information cannot be retained.
- Facilities should post [proof of vaccination](#) poster at entrance(s).
- Proof of vaccination is not required for staff of the facility (HOWEVER, vendors for craft sale/ market are **not exempt** and are required to show proof of vaccination).
- Proof of vaccination is not required in outdoor areas.
- Information about the QR code and app can be found [here](#).
- Craft sales/markets are not exempt from proof of vaccination requirements for patrons.

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3) Capacity Limits

- Capacity limits for each facility are stated in [Ontario Regulation 364/20](#).
- If the business or facility, open to the public, asks for proof of vaccination, capacity can be at 100% **indoors** (given facility is required or permitted to do so under [Ontario Regulation 364/20](#)).
- **Outdoor** organized public events can be at 100% capacity (unless otherwise stated in [Ontario Regulation 364/20](#)).
- **Outdoor** private social gatherings capacity is no more than 100 people (unless otherwise stated in [Ontario Regulation 364/20](#), i.e. renting out a facility for event).
- **Indoor** private social gatherings capacity is no more than 25 people (unless otherwise stated in [Ontario Regulation 364/20](#), i.e. renting out a facility for event). This would also apply to a facility using their own building for their own private event (i.e. church using hall for fellowship after service).
- Despite proof of vaccination allowing for an expansion in capacity, capacity of 100% **does not apply** if dancing will be permitted by the public.
- Facilities/events that permit dancing cannot exceed more than 25% capacity.

4) Masks and Face Coverings

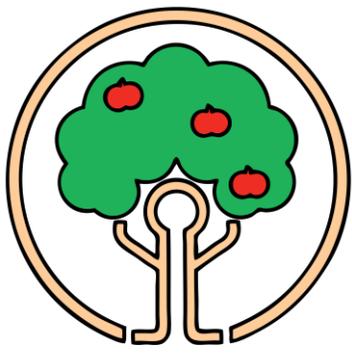
- All staff and members of the public must wear a mask or face covering at all times when in an **indoor area** (unless entitled to an exemption in schedule 1, section 2(4) of [Ontario Regulation 364/20](#)).
- Masks are required to be worn by all staff and members of the public **outdoors** when within 2m of others outside one's household.
- Staff must ensure they are at least 2m from others when removing their mask for an exemption, i.e. to eat/drink.
- The RCDHU masking poster for entrance(s)/ around the facility can be found [here](#).

5) Contact Tracing

- Depending on the facility, contact information may be required for patrons attending the premise. This is required for meeting and event spaces and recreational facilities, for example.
- Name and contact information for every individual must be documented.
- Keep records for 30 days and provide to RCDHU upon request.
- See example of a facility contact tracing log at the end of this document.

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6) Screening and Record Keeping

- Depending on the facility, active screening may be required for patrons prior to entering an **indoor area**. This is required for meeting and event spaces and recreational facilities, for example.
- All staff/volunteers must be actively screened prior to commencing work/entering workplace.
- Questions can be asked in person or done [online](#) before/upon arrival (“passed” online screening observed prior to entering).
- Questions for staff/volunteers (workers) and patrons (customers) can be found [here](#).
- Active screening should be documented and kept for at least a month.
- Facilities and businesses open to the public must ensure [guidance on screening](#) is posted at entrance(s).

7) Physical Distancing

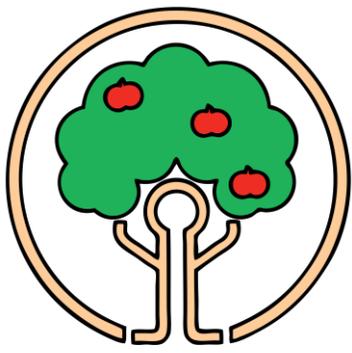
- Ensure at least 2 metres is maintained between oneself and unmasked individuals outside of one's household. The RCDHU physical distancing poster for entrance(s)/ around the facility can be found [here](#).

8) Cleaning and Disinfection

- Make a list of the steps to take to clean/disinfect surfaces and equipment.
- High touch surfaces must be cleaned and disinfected frequently to maintain in sanitary condition (at least once per day). This includes electronics, doorknobs, faucet handles, counter tops, cash machine keypads, beverage dispenser buttons/knobs, washrooms.
- Ensure an [approved disinfectant](#) is used that kills viruses and has a DIN # (drug identification number).
- Shared equipment must be cleaned and disinfected between use with an approved disinfectant.
- If shared equipment cannot be adequately cleaned and disinfected between use (because of material being soft, absorbent, permeable), it must be quarantined after use for a period of at least 72 hours.
- There should be enough time between events to allow for adequate cleaning and disinfection of required equipment, high touch areas and removal of garbage.
- Review details on [cleaning and disinfection](#).

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9) Hand Hygiene

- Perform hand hygiene regularly either with soap and water or a 70-90% alcohol-based hand sanitizer, especially after using the washroom.
- Provide handwashing facilities and/or an alcohol-based hand sanitizer (70-90%) for public use. Ensure all hand wash sinks are supplied with warm water, soap and paper towels.
- Regularly remind staff of good hygiene practices:
 - Handwash for at least 20 seconds with soap and water.
 - Gloving is not a substitute for frequent handwashing. If used, gloves must be changed frequently, and hands washed before and after use.
 - Frequently use alcohol-based hand sanitizer when hands are not visible soiled.
 - Cover mouth and nose when coughing or sneezing; disposing of tissues and washing hands.

10) Miscellaneous

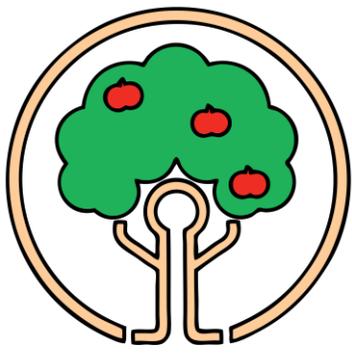
- Tents/structures/canopies must be open on at least 2 sides to allow for adequate air circulation. The covering should be as high as possible from the ground – minimum height of 3 metres is recommended. Existing patios that have walls (i.e. glass barriers), cannot install a roof covering. Always consult with the health unit if erecting a tent.
- Live entertainment/music performances can occur inside or outside of a premise if they are at least 2 metres away from patrons OR there is a physical barrier put up between performers and the patrons.
- Use debit/credit card sales or E-transfers to avoid handling cash. If handling cash, remember to wash or sanitize hands immediately afterwards.

11) Protection and Safety of Staff

- Staff who have any interactions with patrons must wear a face covering at all times.
- Limit the time staff/volunteers spend within 2 metres of customers.
- All staff who may come within 2 metres of another person who is not wearing a mask or face covering in a manner that covers that person's mouth, nose and chin, while in the indoor area of the business/facility, must wear appropriate personal protective equipment that provides protection of the person's [eyes](#), nose and mouth. All personal protective equipment must be worn as is and not modified.
- Allow space for the safe circulation of patrons and staff between tables.
- Recommend marking direction of travel to designated entrances and exits, pick up areas and washrooms.

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12) Symptomatic Workers and Patrons

Recommendations and requirements for symptomatic patrons or workers are set out by the [Province of Ontario](#). See the section [Screening for COVID-19: guidance for employers](#) for specific instructions.

If a worker or patron does not pass screening (i.e. has one or more symptoms, an exposure to a suspected or confirmed COVID-19 case, or if they receive a positive result on a rapid antigen test) they:

- may **not** enter the facility at that time
- must self-isolate immediately
- should get [tested at a provincial assessment centre](#) (using a laboratory-based PCR diagnostic test). Tests can be booked through [RC VTAC](#)
- may seek medical advice by contacting their health care provider or RC VTAC (1-844-727-6404) or Telehealth Ontario ([1-866-797-0000](#))
- must follow all directions they are given by public health officials

The above also applies to anyone, at any point, while attending the facility. Workers should notify their supervisor immediately if they no longer pass screening questions while working. Any individuals who no longer pass screening should leave the facility as soon as possible, commence self-isolation, and follow the steps above.

What if food is served at the event?

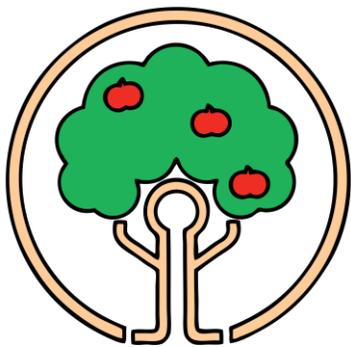
- Fill out the special event form [here](#).
- Comply with COVID-19 requirements for both the facility where food is being served along with requirements for food premises. This includes masking, contact tracing, checking proof of vaccination, and screening. See [Ontario Regulation 364/20](#) for all requirements.
- For additional instruction and guidance on food service operation please refer to
 - [Food-Premise-COVID-19-Guidance-FACT-SHEET-November-2-2021.pdf](#) ([rcdhu.com](#))
 - [Restaurant and food services health and safety during COVID-19 | Ontario.ca](#)

Call Renfrew County and District Health Unit to speak with a Public Health Inspector at 613-732-3629, extension 505 or review [Ontario Regulation 364/20](#) if you have questions.

Revised November 22, 2021

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Collection of Information

Facility Name: _____ Date: _____

Some facilities require anyone in attendance (i.e. vendors, volunteers, public) to share their name and contact information prior to entering the facility. This information must be documented. Attendees must also be actively screened using questions (for customers) found at <https://bit.ly/3iYAqmO> and proof of vaccination for attendees must be verified (unless exemption applies).

NOTE: This template may be used or adapted to collect information at your establishment. Please remember, patron information should not be seen by other patrons on the premise, only staff members. Please retain and securely store for 30 days as directed under Ontario Regulation 364/20 from the Government of Ontario.

Patron Information					
First and Last Name	Telephone # OR Alternate Contact (<i>physical address or email</i>)	Time of Arrival	Verbal active screening OR verified online screening	Proof of vaccination verified	Time of Departure
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
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