

## Checklist for Special Events & Gatherings



Control – red

### Please note:

Effective Monday, December 14, 2020 in accordance with the Control (Stringent Measures) – Red Zone under [Ontario Regulation 263/20](#). This guidance document includes all the measures from the Orange Zone document and has been updated to include changes in the following areas:

- **Maximum capacity of 5 people** indoors and **25 people** outdoors at **private residences or public spaces (e.g., parks)**
- **Maximum capacity of 10 people** indoors and **25 people outdoors per facility** for businesses and event and meeting facilities
- No person shall dance, sing or perform music at the establishment
- The volume of music played at an event or gathering does not exceed the level at which normal conversation is possible.

### **No Household Gatherings:**

Effective Nov 17, 2020 Dr. Mercer, Medical Officer of Health for Wellington-Dufferin-Guelph Public Health [released a letter to the community](#) asking residents **NOT** to host or attend social gatherings of any kind within private residences.

This checklist is one of several resources intended to support special events and gatherings (e.g., fundraisers, festivals, wedding/funeral receptions, etc.) to reduce the spread of COVID-19 by implementing public health measures. It is to be used in conjunction with other public health guidelines. Please review and ensure compliance with the [Ontario Regulation 263/20](#) under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#) and [COVID-19 Response Framework: Keeping Ontario Safe and Open](#) and other relevant [sector specific resources](#). Please note, the [Guidance for Professional Meeting and Event Facilities During COVID-19](#) is a useful reference when planning an event or meeting, however, be aware the allowance indicated in this guidance allowing for the maximum total capacity to apply on a per room basis, does not apply to areas in the [Control – Red Zone](#).

In addition to this guidance, if you are serving food at your event or offering personal services (e.g. nail services, tattooing, etc.), please review and follow applicable requirements on [Hosting a Special Event](#) on the Wellington-Dufferin-Guelph Public Health (WDGPH) website. All planners, organizers, and operators of

events/gatherings, regardless of their purpose or size, have a responsibility to assess the risks associated with their event/gathering, and their ability to mitigate these risks. They are responsible for implementing measures to reduce the risk of infection among all those who participate in their activities (e.g., staff, volunteers, performers, attendees).

Visit [wdgpublichealth.ca](http://wdgpublichealth.ca) for ongoing updates and links to additional resources. WDGPH is unable to review individual policies and protocols. These are not legal documents.

## Gathering Limits

	Staffed/supervised events/gatherings	<b>*Not Recommended</b> Unstaffed/unsupervised events/gatherings	Religious Service, Ceremony or Rite
Setting	Businesses and facilities operating in accordance with <a href="#">O. Reg 263/20</a> . For example, bars, restaurants, cinemas, convention centres, banquet halls, gyms, places of worship, recreational sporting or performing art events.	Any place other than a business or organization operating in accordance with <a href="#">O. Reg. 263/20</a> . For example, parties, dinners, barbecues, wedding receptions at private residences, backyards, parks, and other recreation areas.	For example, place of worship, banquet hall, park. Events and social gatherings associated with the service, ceremony or rite must comply with applicable gathering limits.
Indoor	10 people or less	5 people or less	30% of the room capacity or less
Outdoor	25 people or less	25 people or less	100 people or less

- Gathering limits are subject to attendees' ability to maintain 2 metres physical distance from those outside their household
- Staff do not count towards the gathering limits
- Indoor events cannot be combined with an outdoor event to increase gathering size
- Outdoor spaces must have at least two full sides open to the outdoors and not be substantially blocked in any way
- Outdoor wedding, funeral or religious services, rites and ceremonies** held in private backyards must comply with outdoor gathering limits and must not exceed 100 people. **Social gatherings** associated with a wedding, funeral, or religious service, rite or ceremony at a private residence, before or after, must comply with gathering limits for private unstaffed/unsupervised events
- The indoor gathering limit for **staffed/supervised events/gatherings** is applied to the **entire facility** (NOT a per room basis), excluding staff, and cannot exceed:
  - 10 people indoors; or
  - 25 people outdoors
- Drive-in and drive-through** venues are not subject to gathering limits
- Trade shows or any events requiring guest to mingle** are prohibited at this time
- Businesses unable to reopen in the Red-Control or are experiencing challenges with restrictions can work with the government on a [reopening plan](#) at [Ontario.ca/reopen](#).

*Note: Table adapted from Toronto Public Health, COVID-19 Checklist for Planning a Wedding*

## General

Considerations	Details
<p>What is the level of risk associated with your event or gathering?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider an <b>outdoor</b> setting whenever possible. The likelihood of transmission of COVID-19 is higher in an indoor setting than an outdoor setting where air flow is greater and there is more space for individuals to keep physically distanced.</li> <li><input type="checkbox"/> Consider <b>who</b> will be attending your event. There is a higher risk for severe illness in people over the age of 60, and those with weakened immunity or underlying health conditions. There may also be an increased risk if attendees are coming from outside the local area.</li> <li><input type="checkbox"/> Consider limiting the <b>size</b> of your event. Risk of transmission increases as the number of people attending event increases.</li> <li><input type="checkbox"/> Consider offering online attendance options.</li> <li><input type="checkbox"/> Consider the <b>length of time</b> for your event. Risk of transmission increases the longer people are in contact with each other.</li> <li><input type="checkbox"/> Consider the <b>types of activities</b> people will be engaged in. Risk of transmission may increase with certain activities such as singing, cheering, playing wind instruments, and sharing food or drinks.</li> <li><input type="checkbox"/> Consider the importance of your event in light of the risks associated with spreading COVID-19 in the community.</li> </ul>

## Screening

Considerations	Details
<p>What is your screening process for staff/volunteers and attendees?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If you are responsible for the business or organization that is hosting the event, you must ensure all workers/staff and essential visitors (e.g., delivery, maintenance) are <a href="#">screened for COVID-19</a> before they are permitted entry into the workplace. Screening should occur before or when a worker enters the workplace at the beginning of their day or shift, or when an essential visitor arrives.</li> <li><input type="checkbox"/> Before your event, communicate with staff/volunteers and attendees of your policies restricting people from the facility who screen positive on a COVID-19 screening tool (e.g.,</li> </ul>

	<p>text, email, social media).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Direct staff/volunteers/clients/participants to complete a self-assessment for COVID-19 using the <a href="#">Ontario online self-assessment tool</a> or a similar <a href="#">COVID-19 screening tool</a> prior to attending your event.</li> <li><input type="checkbox"/> Remind staff/volunteers</li> <li><input type="checkbox"/> sick while at work, they should go home about the importance of reporting illness to their supervisor/manager.             <ul style="list-style-type: none"> <li><input type="checkbox"/> If a staff/volunteer becomes immediately and self-isolate</li> <li><input type="checkbox"/> Staff/volunteers experiencing symptoms should go to an <a href="#">assessment centre</a> for testing</li> </ul> </li> <li><input type="checkbox"/> Consider allowing attendees to cancel their tickets and be reimbursed/credited should they become ill.</li> <li><input type="checkbox"/> Place <a href="#">signs</a> near entrances informing attendees not to enter if they have symptoms, travelled outside Canada in the past 14 days, or been in close physical contact with a confirmed or probable case of COVID-19 in the last 14 days, without wearing appropriate medical grade personal protective equipment.</li> <li><input type="checkbox"/> Employees who tested positive for COVID-19 are able to return to work following the guidance from Public Health, as outlined in the <a href="#">WDGPH Guidance After COVID-19 Testing</a>.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Clearance tests are not required for return to work. Please refer to the <a href="#">WDGPH Testing &amp; Clearance Guidance for Workplaces (Non-Health Care Settings)</a>.</li> <li><input type="checkbox"/> For other illnesses, or if the individual received a negative COVID-19 test, they should not come to work until they are symptom-free for at least 24 hours</li> </ul> </li> </ul>
--	---

## Physical Distancing

Considerations	Details
How will you ensure that the appropriate number of attendees are at your event at any given time?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the maximum number of people permitted in your agency at one time in order to maintain physical distancing requirements.</li> <li><input type="checkbox"/> Have attendees register/RSVP for your event ahead of time and ask for proof of registration or have list of attendees prepared for the event.</li> <li><input type="checkbox"/> Designate a staff/volunteer to monitor number of attendees</li> </ul>

	<p>at event (e.g., entrance points).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Access to the facility should only be permitted to registered guests attending the event, security, workers and the event organizer.</li> <li><input type="checkbox"/> Limit the need for attendees to access a room through other rooms that are not part of the same event.</li> <li><input type="checkbox"/> Once an attendee leaves the event, the facility should not allow entry of a new attendee to that event.</li> </ul>
<p>How will you ensure that staff/volunteer and attendees at your event maintain 2 metres distance from each other at all times?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan and modify the layout of your setting (including parking lots) to ensure enough space is provided for attendees, vendors, performers and staff/volunteers to maintain physical distancing.</li> <li><input type="checkbox"/> Manage how and where people can travel through your venue by using indicators on the floor, signs, and/or blocking areas off.</li> <li><input type="checkbox"/> Use barriers/structures to enclose the event space/venue and manage pedestrian traffic</li> <li><input type="checkbox"/> Mark spaces on the floor where people can stand at ticket and concession stands with intervals of 2 metres for patrons to line up. If physical distance cannot be maintained, <a href="#">barriers such as plexiglass</a> may be used.</li> <li><input type="checkbox"/> Encourage use of contactless payment methods such as purchasing tickets online or debit/credit card machines with tap function.</li> <li><input type="checkbox"/> Design any seating arrangements or tables to permit 2 metres of distance between each household/patron:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Assign seats to each attendee wherever possible</li> </ul> </li> <li><input type="checkbox"/> Limit the number of people seated at a table to 4 patrons</li> <li><input type="checkbox"/> Close or restrict access to non-essential common areas (e.g., photo booths with props, communal lounges).</li> <li><input type="checkbox"/> Avoid activities that do not allow physical distancing (e.g., group photos, party games, receiving lines, etc.)</li> <li><input type="checkbox"/> Discourage hugging, shaking hands, etc.</li> <li><input type="checkbox"/> Ensure guests remain seated.</li> <li><input type="checkbox"/> Ensure attendees do not line up or congregate outside the premise, unless the attendee maintains a physical distance of at least 2 metres from other persons and wears a face covering.</li> <li><input type="checkbox"/> Use signs throughout the facility to remind people about <a href="#">physical distancing</a> guidelines.</li> <li><input type="checkbox"/> The volume of music played at an event or gathering does</li> </ul>

	not exceed the level at which normal conversation is possible
Additional considerations for <b>drive-in/drive-through</b> movies or performances.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attendees must remain in their vehicle designed to be closed to the elements except,             <ul style="list-style-type: none"> <li><input type="checkbox"/> To purchase admission,</li> <li><input type="checkbox"/> To use a washroom, or</li> <li><input type="checkbox"/> For the purposes of health and safety</li> </ul> </li> <li><input type="checkbox"/> Ensure that vehicles are positioned at least 2 metres from other vehicles.</li> <li><input type="checkbox"/> Food and drinks may only be sold if they are delivered directly to the person's vehicle.</li> <li><input type="checkbox"/> No materials may be exchanged between persons in attendance, except,             <ul style="list-style-type: none"> <li><input type="checkbox"/> Materials exchanged between members of the same vehicle or between those who perform work at the event, and</li> <li><input type="checkbox"/> Materials necessary to purchase admission or food/drink</li> </ul> </li> </ul>

## Face Coverings (Section 22 Order)

Considerations	Details
How will you ensure that face coverings are worn by staff/volunteers and attendees when required?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine if staff/volunteers and attendees are required to wear face coverings for your event by reviewing the <a href="#">Section 22 Class Order</a> and <a href="#">Ontario Regulation 263/20</a>.</li> <li><input type="checkbox"/> The <a href="#">Section 22 Class Order</a> and <a href="#">O. Reg 263/20</a> applies to any area in which attendees or the public interact with one another or with staff members. If the event is an <b>indoor public or private event</b> (including but not limited to weddings, business meetings, and organized group gatherings), in a commercial establishment, such as banquet halls, convention centres and other event spaces, the staff and attendees are required to wear face coverings during the event (when not eating/drinking).</li> <li><input type="checkbox"/> If it is an <b>outdoor</b> event or an <b>event at a private dwelling/residence</b>, the <a href="#">Section 22 Class Order</a> and <a href="#">O. Reg 263/20</a> does not apply but face coverings are still recommended especially for:</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff who are serving food to patrons</li> <li><input type="checkbox"/> Attendees when not eating or drinking</li> <li><input type="checkbox"/> Anytime 2 metres physical distancing is difficult to maintain</li> <li><input type="checkbox"/> For outdoor events, face coverings must be worn in those indoor areas of the establishment that are accessible to the public (e.g., entrances, hallways, washrooms, etc.)</li> <li><input type="checkbox"/> Ensure staff and attendees are aware of the face covering requirements before attending an event. Train staff on the proper way to <a href="#">wear and care for face coverings</a>.</li> <li><input type="checkbox"/> If staff come within 2 metres of another person who is not wearing a mask or face covering in an indoor area (and not separated by an impermeable barrier), eye protection and a face covering or mask are required.</li> <li><input type="checkbox"/> Train staff on the proper way to <a href="#">wear and care for face coverings</a>.</li> <li><input type="checkbox"/> Review the <a href="#">Frequently Asked Questions</a> in regards to face coverings.</li> <li><input type="checkbox"/> Post <a href="#">signs</a> at entrances and inside your venue to remind attendees about wearing face coverings.</li> <li><input type="checkbox"/> Face coverings do not replace the need for physical distancing, hand washing, and staying home when sick.</li> </ul>
--	---

## Hand Hygiene & Respiratory Etiquette

Considerations	Details
<p>How will you ensure that staff/volunteers and attendees adhere to proper hand hygiene protocols and respiratory etiquette?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure staff and attendees are aware of <a href="#">proper handwashing</a> and <a href="#">respiratory etiquette</a> (e.g., sneezing or coughing into the crook of their elbow) and post signs throughout your facility</li> <li><input type="checkbox"/> Have alcohol-based hand sanitizer (60-90% alcohol) available at all entrances and exits as per the <a href="#">Section 22 Class Order</a></li> <li><input type="checkbox"/> Have hand sanitizing stations available throughout your venue</li> <li><input type="checkbox"/> Limit sharing of objects and tools by staff/volunteers and attendees (e.g., pens, guest books, hand-held microphones, etc.)</li> <li><input type="checkbox"/> When handling gifts, follow proper hand hygiene practices</li> </ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider dedicating separate tasks for concession staff (e.g., separate the role of taking orders from those who fill the order)</li> <li><input type="checkbox"/> Remind staff/volunteers to wash/sanitize their hands properly and regularly after:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Processing payments</li> <li><input type="checkbox"/> Coughing, sneezing, or touching the face</li> <li><input type="checkbox"/> Cleaning and disinfecting surfaces</li> <li><input type="checkbox"/> Upon starting a shift, returning from a break</li> <li><input type="checkbox"/> Receiving deliveries</li> <li><input type="checkbox"/> Any other time which may cause hands to become contaminated</li> </ul> </li> <li><input type="checkbox"/> Glove use among staff/volunteers is not a requirement. Good hand hygiene and proper hand washing is preferred. Incorrect glove use can lead to cross-contamination of surfaces. If staff choose to use gloves, they should practice proper handwashing before they put gloves on, and after they take gloves off. Gloves need to be changed frequently, as often as hands should be washed and upon becoming contaminated. Plastic, latex, and nitrile gloves are intended to be single-use only</li> </ul>
--	--

## Cleaning & Disinfection

Considerations	Details
How will you ensure that there is enhanced cleaning and disinfection of your venue?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Frequent <a href="#">cleaning and disinfection</a> of all areas of your venue should take place at least twice a day, especially on commonly touched areas/surfaces.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Using <a href="#">disinfectants</a> approved by Health Canada</li> <li><input type="checkbox"/> Follow <a href="#">guidance for public washrooms</a></li> <li><input type="checkbox"/> All seating areas/tables should be cleaned and disinfected between uses</li> </ul> </li> <li><input type="checkbox"/> Consider closing any additional amenities such as vending machines if they cannot be adequately cleaned and disinfected on a regular basis.</li> <li><input type="checkbox"/> Limit the use of, or close drinking fountains</li> </ul>
How will you ensure there is proper	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure ventilation systems are operational and appropriate for the activities practiced within</li> </ul>

<p>ventilation throughout your facility?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Avoid stagnant air conditions. Bring in fresh air by maximizing the outdoor air ratio of the heating, venting and air conditioning (HVAC) system settings or by opening windows</li> <li><input type="checkbox"/> Avoid recirculation of air as much as possible</li> <li><input type="checkbox"/> Ensure HVAC systems are maintained as required, such as regular filter replacement</li> <li><input type="checkbox"/> Limit the blowing of air across people and surfaces. The use of fans should be limited as they blow people's exhaled droplets to others             <ul style="list-style-type: none"> <li><input type="checkbox"/> High ceiling fans (e.g., 25 feet up) are less of a concern than fans on low ceilings</li> <li><input type="checkbox"/> Pedestal fans or high-powered fans on/near the floor should not be used</li> </ul> </li> </ul>
--	---

## Food/Alcohol or Personal Service Vendors

Considerations	Details
<p>What do you need to consider if you are serving food or have vendors that are offering personal services to the public (including tattooing, body piercing, nail services, etc.)?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and follow requirements on <a href="#">Hosting a Special Event</a> on WDGPH website</li> <li><input type="checkbox"/> Organizers and vendors need to ensure the event meets the requirements of <a href="#">Ontario Food Premises Regulation 493/17</a> and the Ontario <a href="#">Personal Service Settings Regulation 136/17</a> as applicable.</li> <li><input type="checkbox"/> Review and follow <a href="#">COVID-19 guidance for different settings</a> as applicable:             <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">COVID-19 Guidance for Restaurants and Other Food Premises</a></li> <li><input type="checkbox"/> <a href="#">COVID-19 Guidance for Mobile Food Vendors</a></li> <li><input type="checkbox"/> <a href="#">COVID-19 Guidance for Famers' and Fresh Food Markets</a></li> <li><input type="checkbox"/> <a href="#">COVID-19 Guidance for Food Caterers</a></li> <li><input type="checkbox"/> <a href="#">COVID-19 Guidance for Personal Service Settings</a></li> </ul> </li> </ul>
<p>If you are serving food and/or alcohol at your event what else do you need to consider?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Self-serve buffets are prohibited.</b> Staff/volunteers are permitted to serve patrons cafeteria style with the usual precautions in place including, but not limited to, physical distancing, one-way flow, barriers, etc.</li> </ul>

<p>Review <a href="#">COVID-19 Guidance for Food Caterers</a> for additional guidance on food service.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Liquor</b> may be sold and served only between 9 a.m. and 9 p.m. AND</li> <li><input type="checkbox"/> <b>No sale or consumption of liquor is permitted in the establishment between the hours of 10 p.m. and 9 a.m.</b></li> <li><input type="checkbox"/> The establishment <b>must be closed to the public by 10 p.m.</b> except as may be necessary to provide takeout or delivery orders.</li> <li><input type="checkbox"/> Attendees must be seated when eating or drinking. Dancing, singing and the live performance of brass or wind instruments are <b>prohibited</b>.</li> <li><input type="checkbox"/> Tables and chairs must be configured so that attendees seated at different tables are separated by a distance of at least 2 metres or <a href="#">plexiglass or some other impermeable barrier</a> (barrier needs to be high enough and positioned in such a way as to prevent respiratory droplets from passing between groups of people).</li> <li><input type="checkbox"/> No more than 4 people may be seated together at a table.</li> <li><input type="checkbox"/> Provide separate tables for households.</li> <li><input type="checkbox"/> Consider providing single use individually wrapped utensils, condiments, and straws</li> </ul>
--	--

## Attendance Policies

Considerations	Details
<p>What attendance policies do you have to ensure the safety of your staff/patrons?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Record the name and contact information of <b>every</b> member of the public who attends a meeting or event.</li> <li><input type="checkbox"/> Maintain the records for a period of <b>at least one month</b>.</li> <li><input type="checkbox"/> Only disclose the records to a medical officer of health or an inspector under the <a href="#">Health Protection and Promotion Act</a> on request for a purpose specified in section 2 of that Act or as otherwise required by law.</li> <li><input type="checkbox"/> For more information on what to do if an employee becomes ill or tests positive for COVID-19, please review the <a href="#">COVID-19 Guidance for Reopening Businesses</a> (WDGPH).</li> </ul>

## Developing a Safety Plan

Considerations	Details
<p>What elements are required to be included in a workplace safety plan?</p>	<ul style="list-style-type: none"> <li>□ <a href="#">Prepare and make available a safety plan</a> in accordance with the requirements outlined under <a href="#">O. Reg 263/20</a>, section 5, including:               <ul style="list-style-type: none"> <li>□ Describe the measures and procedures which have been implemented or will be implemented in the establishment to reduce the transmission risk of COVID-19,</li> <li>□ Describe how the requirements under O. Reg 263/20 will be implemented by including screening, physical distancing, masks or face coverings, cleaning and disinfection of surfaces and objects and the wearing of personal protective equipment,</li> <li>□ The safety plan shall be in writing and shall be made available to any person for review or request, AND</li> <li>□ A copy of the safety plan must be posted in a conspicuous place where it is most likely to come to the attention of individuals working in or attending the location</li> </ul> </li> </ul>

## Additional Resources

[Ontario Regulation 263/20: Rules for Areas in Stage 2](#)

[COVID-19 Response Framework: Keeping Ontario Safe and Open](#) (Ontario Government)

[Resources to Prevent COVID-19 in the Workplace](#) (Ontario Government)

[Ontario Emergency Information](#) (Government of Ontario)

[Risk Mitigation Tool for Gatherings & Events](#) (Government of Canada)

[COVID-19 Guidance for Public Washrooms](#) (WDGPH)

[COVID-19 Guidance for Theatres & Concerts](#) (WDGPH)

[Considerations for Events and Gatherings](#) (CDC)

[Signs & Posters](#)

## Frequently Asked Questions

### *Would a tent count as an indoor or outdoor venue?*

It depends on whether the sides of the tent are up or down as this will determine the air flow for this space. Tent with the side walls down would be considered an indoor space and tent with walls up and a roof only would be considered an outdoor space.

### *Is dancing permitted?*

Dancing by patrons/guests is **not permitted** in a venue where food/beverages are being provided. Dancing, singing and the live performance of brass or wind instruments are **prohibited** in the Red-Control zone.

### *Is a receiving line permitted?*

It is recommended that you avoid activities that do not allow physical distancing including receiving lines.

### *How many people can be at a table?*

Separate tables should be provided for each household. Maximum number of patrons permitted to be seated indoors is 10 with a maximum of **4 patrons per table**.

### *What types of food service is permitted?*

Service of food should only be done by table service or by having staff/volunteers serve patrons directly via a walk-through service. **Self-serve buffets are prohibited.** Also, “family-style” service (patrons serving themselves) should not be permitted.

### *What are the requirements for washrooms?*

Review the [COVID-19 Guidance for Public Washrooms](#)