

**On-Campus and In-Person Non-Instructional Events Organized or Sponsored by Recognized Student Organizations and University Departments (Winter 2022 Term)**

Approved 25 February 2022

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## 1. Overview

To ensure the health and safety of the York University community when on-campus, non-instructional in-person events held by the Institution need to be given careful consideration. In addition to adherence to a pre-approved safety plan that is aligned with applicable provincial and Toronto Public Health regulations governing various types of spaces and activities, event plans should be supported by a rationale as to why they need to take place in-person as opposed to virtually. These guidelines are only considered for on-campus activities as the university does not oversee or authorize off-campus activities for student organizations that are not New Student Orientation programs or Sport Club-related. It is recommended that recognized student organizations<sup>1</sup> are to consult with Risk Management for any off-campus event queries/concerns.

## 2. Key Guiding Principles

These parameters are subject to change and may be amended in accordance with evolving public health directives and university protocols around COVID-19.

Effective March 1, 2022 and the remainder of the Winter 2022 term,

- The university continues to prioritize its academic functions and indoor instructional spaces (classrooms, libraries, and research labs) are predominantly used for instructional activities (course-based lectures, tutorials, and study spaces/active learning spaces), and therefore, indoor in-person non-instructional activities will not be prioritized for these instructional spaces.
- In-person activities will be limited by the availability of appropriate campus space and resources, and any applicable public health measures (e.g., capacity limits).
- Events are encouraged to take place virtually where possible. Where it is not possible, event organizers should have a clear rationale as to why the event needs to take place in-person. Due consideration should also be given to hybrid delivery.
- Any planned in-person activity by student organizations is deemed as non-instructional and will follow all applicable booking processes and timelines and will require (1) pre-registration (for case and contact tracing management), (2) a comprehensive approved-health and safety plan (See **Appendix A** for key inclusions in safety plan development), and (3) adherence to [York University Mask Protocol](#) in indoor spaces. Recognized student organizations will be required to complete a rationale (maximum word count: 200) for why this event needs to occur in-person as part of their TUUS permit application.
- All in-person event plans will need to consider the need to either postpone, cancel or switch to a virtual option should the need arise based on the status of the campus and/or current public health directives.
- Any in-person events should require pre-registration for all attendees/participants.
- All attendees (including event organizers and volunteers) must successfully complete YU Screen (within the last 24-hours) with no exceptions that will be verified by

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<sup>1</sup> As recognized by York University through the Division of Students' Centre for Student Community and Leadership Development (SCLD).

designed volunteers of the student organization prior to permitting entry. As of January 1, 2022, the green check with YU Screen will also be tied to compliance with the University's vaccine mandate for YU community members (faculty, staff, and students). For [non-YU community members](#) playing a significant role in the event (e.g., featured speaker, panelist), successful YU Screen completion as a guest is required **in addition to** demonstration of the provincial digital vaccine passport (QR Code) that indicates the visitor is fully vaccinated. Every attendee and volunteer must be screened. In accordance with the University's commitment to equity, random checks are not permitted under any circumstances.

- The registration list as well as information on any additional attendees will need to be maintained by the event organizer for 30 days following the event.
- External rentals for any on-campus non-instructional event will be assessed by Ancillary Services on a case-by-case basis. External rentals cannot conflict with the University's academic priorities.
  - Any external rentals will be subject to the University's vaccination policy.
  - Third-party use of student residences will be considered if the use is in support of a university program or objective (e.g. Glendon Explore program) and cohorts can be separated from each other and from York students.
  - Athletics & Recreation and the School of Arts, Media, Performance and Design will continue to manage rentals for their specialized facilities in accordance with provincial and public health regulations.

### 3. Application and Approval Process

#### General Guidelines

- The booking of space and any required services for the event must be done in accordance with applicable University policies and procedures, including those related to the Temporary Use of University Space.
- If the event includes campus safety needs and risks, a safety plan must be developed with the Community Safety Department in advance of the event proceeding. Campus safety needs could include a range of needs depending on the nature of the event, including management of crowds, safe entry into and exit from the event, emergency procedures, goSAFE escorts required, and additional support required from the Community Safety staff, amongst others. Please refer to the [TUUS policy and procedure](#) and the [Community Safety website](#) for further details.
- All non-instructional activities are subject to the mask mandate in indoor spaces, as well as (a radius of) two metres physical distancing between attendees at all times, to be managed and enforced by event organizers through dedicated volunteer staff .
- Activities will be held between 9 AM – 10 PM; access to buildings/services/resources may be restricted beyond these hours. In addition, resources may also be limited based on the dates requested.
- Non-instructional activities involving food and beverage are encouraged to use York University designated food service eateries, such as Timber's Lodge, Aroma @ York Lanes, The Absinthe Pub, the Orange Snail, etc. as venues for their events.
- The use of outdoor space is encouraged.

#### Specific Guidelines for Recognized Student Organizations

- Any York University student organization wishing to plan an in-person activity must be recognized by the University through the annual student organization registration process administered by the Division of Students' Centre for Student Community and Leadership Development (SCLD) or the Glendon Office of Student Affairs (Glendon student organizations only). Once the event proposal is submitted to the TUUS office, SCLD will provide initial review to ensure that the proposed events conform to the parameters contained herein as well as University priorities and protocols. Events at Glendon will be submitted to the Glendon Office of Student Affairs (OSA) via YU Connect for review.
- Applications for student organization on-campus in-person non-instructional activities will be reviewed by TUUS/OSA, who will consult with key campus stakeholders, and be responsible for issuing the event permit
- Activities requiring access to services provided by the Facilities department will need to be coordinated through SCLD/OSA and must be communicated prior to completing the TUUS application process
- The Glendon College Office of Student Affairs and Réserve Glendon office will support requests submitted by any student organization registered at Glendon College following the same process.

#### Specific Guidelines for University Departments

- Faculty and staff wishing to plan an in-person event must secure approval from their Faculty or Division.
- Completion of a safety plan as required by the TUUS Office.

#### ***A Note on Recognized Student Organization Tabling***

*Tabling for student organizations will be limited to designated indoor locations on the Keele Campus at this time: Vari Hall north quadrants (2 tables total) and Central Square (1 table). Please see **Appendix B: Tabling Safety Plan***

## 4. Education and Advising Support

- The Centre for Student Community and Leadership Development (SCLD) will provide support around safety planning for recognized student organizations wishing to request space for in-person on-campus co-curricular (non-instructional) activity in the Winter 2022 term. Program advising is also available by appointment (in-person and virtual options).
- The TUUS Office will advise university departments on aspects of their event safety plans as needed.

## APPENDIX A: Key Inclusions for Safety Plans for On-Campus, In-Person, Non-Instructional Events (Winter 2022 Term)

Event organizers have a responsibility to assess the risks associated with their proposed event and their ability to mitigate these risks. To prevent the spread of COVID-19, it is important to have effective control measures in place. As such, **every non-instructional, on-campus, in-person event requires a safety plan.**

Public health guidance on controlling transmission will change over time. Event organizers must review the [City of Toronto COVID-19 Guidance for Indoor & Outdoor Events](#) and ensure that prepared safety plans reflect applicable guidance, in addition to University protocols listed in this document and on the [YU Better Together website](#).

Event safety plans must include but not be limited to each of the sections below in describing how the event organizer may control the risk of transmission in the outdoor or indoor on-campus space. The event organizer is responsible for ensuring that all attendees adhere to the **approved safety plan.**

### A. Capacity and Physical Distancing

- In-person non-instructional events are subject to the capacity limits:
  - A maximum of 100 participants for outdoor events (including all attendees, event volunteers, and organizers) or 25 participants for indoor events (including all attendees, event volunteers, and organizers), **OR**
  - the capacity of the event space as specified by provincial regulation.
- As part of a safety plan, event organizers must describe the expected attendance/capacity of the non-instructional activity and how physical distancing between participants will be maintained. There must be, where possible, a single unidirectional traffic flow with a single-entry point and a single-exit point for each non-instructional activity; if this is not possible, the event organizer must detail as part of their safety plan, how they plan to control ingress and egress.
- As part of the safety plan, event organizers may be required to have multiple sessions of participants to ensure the capacity limit is not exceeded; event organizers must build in time between rotations to allow for the egress of each rotation and sanitization of high touchpoint areas.
- Event organizers must make available a COVID Safety Supply Kit for their approved non-instructional activity at their cost. COVID Safety Supply Kits include Health Canada-approved alcohol-based sanitizer to be stationed at the single-entry point and single-exit point of the on-campus event, a limited number of masks, and safety signage that will be required to be clearly posted at your event.

### B. Participant (Volunteers and Attendees) Education

- All attendees must be reminded about the screening and monitoring procedures in place prior to the event; [YU Screen](#) is the University's tool that serves the system of record for case and contact management.
- Event organizers are encouraged to remind all attendees to activate push notifications and reminder features on the YU Screen tool so that screening can be successfully completed effectively.
- All attendees wishing to come on campus must comply with the University's vaccine policy, in addition to successfully completing the YU Screen tool prior to attending campus. They will need to have proof of YU Screen and be prepared to present same. Non-community members attending the event will also be required to display the provincial proof of vaccination.
- Signage reminding all individuals to self-screen (YU Screen) and to not attend the event if they do not pass screening and/or are exhibiting any symptoms of COVID-19, must be clearly posted.
- Encourage all attendees to download the [COVID Alert App](#)
- All attendees are to be provided the link to York's YU [Better Together](#) website to answer additional questions on COVID policies

### C. Screening and Monitoring

*By keeping symptomatic individuals and other people at risk of spreading COVID-19 from entering an event, event organizers can help to reduce possible transmission of COVID-19. It is the responsibility of the event organizers to know the symptoms and plan for self-screening.*

- All participants must successfully complete the University's YU Screen tool prior to arriving on campus (for an on-campus in-person event). The 'Pass' screening is time-stamped and valid for 24 hours from the time of completion unless the individual's your health status subsequently changes. Individuals who do not pass screening will not be allowed to attend. The 'Pass' screening will need to be shown at the point of entry for any on-campus activity.
- All attendees will be required to adhere to the university's [vaccination mandate](#). Please review the [Vaccines and Vaccination FAQs](#) to understand your rights and responsibilities
- As part of the safety plan, the event organizer will describe the measures taken to ensure that screening has been completed by each participant prior to entry. For example, (1) The organizer will notify attendees ahead of time that screening is required and that screening results will be checked prior to entry; individuals will have option to download a PDF and can bring a printed version of the passed screening or show their screenshot or screen; (2) Outline who will be tasked with reviewing and admitting attendees who have successfully completed screening. Clearly post the provided signage reminding all individuals to self-screen and to not to attend the event if they do not pass screening and/or are exhibiting any symptoms of COVID-19.

## D. Masks and Face Coverings

*The wearing of masks and/or face coverings is known to reduce the spread of COVID-19. Masks and/or face coverings continue to be required in all indoor spaces on campus.*

- All attendees will be required to wear medical masks, non-medical masks or face coverings during the event in accordance with the [York University Mask Protocol](#); organizers should encourage attendees to bring their own masks or face coverings
- As part of the COVID Safety Kit, organizers must maintain a small supply of extra masks, cleaning and sanitation supplies on-hand and at the organization's expense. Dedicated individual(s) should be assigned to distribute these masks at the entrance to the event
- As part of the safety plan, the event organizer will need to describe the measures in place for ensuring that all participants are wearing appropriate masks or face coverings.
- Event organizers should note that being fully or partially vaccinated does not remove the mask/face covering requirement.

## E. Hand and Respiratory Hygiene

*Keeping hands clean through good hygiene practice (hand washing, sanitizing and respiratory hygiene) is one of the most important steps to avoid getting sick and spreading germs.*

- All attendees should be instructed to properly clean/sanitize their hands before entering the event space and after contact with objects and surfaces others may have touched. Ensure that participants can clean their hands frequently and whenever needed.
- Organizers are required to use Health Canada-approved hand sanitizer and have someone stationed at the single-entry point and single-exit point to the event to administer the hand sanitizer.
- Clearly post [signage](#) that promotes healthy hand hygiene (washing and sanitizing hands) and respiratory hygiene (covering a cough) is highly encouraged.

## F. Cleaning and Sanitizing Processes

*Commonly touched surfaces or shared items before, during, and after each event/rotation must be disinfected as part of event protocols. Safety plans are expected to describe these measures and include who is doing the cleaning, what is being cleaned, what products are being used to clean, etc. Please review the following information:*

- [COVID-19 Guidance: Homelessness Services & Congregate Living Settings \(Toronto Public Health\)](#)
- [Cleaning and Disinfecting for Public Settings \(Public Health Ontario\)](#)
- [COVID-19 Preparedness and Prevention in Congregate Living Settings \(Public Health Ontario\)](#)

If there will be rotations of participants, event organizers will need to include details of how sessions will be spaced to avoid overlap and allow for cleaning and outline a plan for responsible for sanitizing high-touch surfaces between sessions.

The event organizer is responsible for the costs of procuring cleaning and sanitizing supplies from Facilities Services.

## **G. Food Consumption**

*Eating requires the removal of masks and with the elimination of physical distancing, this is considered high risk exposure for viral transmission. Consideration should be given as to whether food is required for the event, and safety plans are expected to describe how any food will be sourced, delivered, served, and consumed including physical distancing of participants while eating, access to hand washing facilities, and disposal of waste.*

- Events that wish to serve food or provide catering will require all food items to be individually pre-packaged including single use items, such as cutlery, cups, etc. (Open platters or serving trays of food are not permitted at this time).
- Food served at the event must be purchased from an on-campus caterer that is participating in Food Services' food safety program. Individually packaged snacks (e.g. granola bars) may be purchased from a retail store. Potlucks and/or food prepared by individuals at home are not permitted.
- When consuming food at an in-person event, hosts must ensure there is a designated eating space where face coverings/masks may be removed, attendees can stay 2 meters apart, only remove masks or face coverings when actively consuming food/drink and not sit directly across from each other (staggered seating is recommended).
- Where possible, attendees should be encouraged to make personal purchases of food and beverage before and after the event at campus food and beverage locations.

## **H. Case and Contact Tracing**

*Case and contact management plays an important role in managing and responding to an infectious disease such as COVID-19. After receiving confirmation of a COVID-19 case, a university case and contact management coordinator will follow up with community members to confirm the person is isolating, identify their close contacts, and investigate how they might have contracted the virus. Non-community members (guests/visitors) would fall under Toronto Public Health's discretion for case management.*

- The event organizer must record a list of all attendees including name and contact information. *The list is critical to case and contact tracing management.*
- The list will need to be securely maintained by the event organizer for 30 days following the event. After 30 days following the event, the list can be destroyed.
- For recognized student organizations, SCLD will liaise with the student organization for the list if required by the University; for university departments, the TUUS Office will contact the department, if needed.

## **I. COVID-19 Incident Response: Managing Symptomatic Attendee, Possible Exposure, or Positive Case**

*All disclosure of COVID-19 symptoms and/or testing results and/or other personal health information is strictly confidential. Immediate self-isolation of identified close contacts, COVID-19 positive, or symptomatic individuals is critical for viral containment. The emphasis is to contain the transmission and to maximize the ability to conduct effective contact tracing and case management. Event organizers must familiarize themselves with the University's [COVID-19 Protocol for Self Disclosure, Screening and Incident Management](#).*

Event organizers who learn of a participant's potential exposure or confirmed COVID-19 test result in response to any disclosure by an attendee, or if an attendee is experiencing symptoms during the event, should immediately:

- Advise the individual to re-submit their self-screening through YU Screen to reflect their changed status i.e., to experiencing symptoms, etc. and confirm visually to an event organizer that the YU Screen status has been changed.
- Leave the event and return to their residence room or home.
- Self-isolate at home or in their residence.
- Wait for a Case and Contact Coordinator (CCC) to contact them.
- Guests (and community members) are (also) encouraged to contact Toronto Public Health and TeleHealth Ontario for instructions and additional advisement.

If the attendee cannot return to their residence or home immediately for some reason, i.e., getting first aid at the event, then they will be supported at a location where they can be isolated away from others and privacy can be maintained, and they can await direction from a Case and Contact Coordinator (CCC) before moving to their residence or home. Event organizers should include this additional space when booking space for their event.

## **J. Managing other medical emergencies while on campus**

*There could be varying levels of incidents that require medical attention. Where emergency first responders are necessary, all public health directives will be followed where possible.*

- For on-campus events, in the case of life-threatening emergencies, individuals/groups should call 911 first, followed by York Security at (416) 736-5333.
- For non-life-threatening emergencies, assist by performing First Aid if it is safe to do so, and/or redirect York Security at (416) 736-5333; referral to a clinic or hospital may be needed.
- Remember to always assess the situation and determine if it is safe to intervene; determine what needs to be attended to first, including keeping the impacted individual(s) calm.
- Never provide personal details about the incident to curious on-lookers; just assure them that the situation is being handled and that they should keep the area clear for emergency personnel; utilize the group's volunteers to assist in crowd management.



## **APPENDIX B: Tabling Safety Plan for Recognized Student Organizations (Winter 2022 Term)**

SCLD will be hosting spaces to allow student organizations to book space for “tabling” at a limited capacity. Below are some guidelines for the procedure and safety plan.

### **A. General Overview**

- Student Organizations will be allowed to “table” through the SCLD office and must complete the Table application found on YU Connect.
- Student organizations will be required to apply with at least 5 working days notice prior to the date of requested tabling
- SCLD will notify the TUUS office of any approved tabling as well as provide the student organization a list of health and safety protocols to follow
- Tabling will be available during the daytime from Tuesday-Thursday in Vari Hall and Central Square
- SCLD Staff or Student Engagement Ambassadors will complete random spot checks to ensure safety plan is implemented.
- The Glendon College Office of Student Affairs will manage table requests submitted by Student Organizations and notify Réserve Glendon when table bookings are approved.

### **B. Capacity and Physical Distancing + Masks**

- There will only be 2 tables permitted in Vari Hall (one on each north quadrant), one in Central Square, and one in the Vari/Ross Link
- At Glendon, 2 tables will be permitted in the Centre of Excellence and one table will be permitted outside of Glendon Marché
- Only 2 individuals from each club will be allowed to table
- Table and chairs can be picked up from SCLD on the day of the approved tabling and will need to be carried by the student organization to their designated tabling space.
- Mouth and nose covering will be required for the duration of being in the space
- Line management – student organizations will be responsible to ensure 2m physical distancing is implemented, SCLD will provide masking tape to allow clubs to mark the floors
- SCLD will provide one plexiglass barrier per table location to support physical distancing between the club member and the attendee at the front of the table.

### **C. Education, Screening and Monitoring**

- Students who are tabling will be required to complete YU Screen
- SCLD will provide signage and student organizations will be required to grab and display them

### **D. Activity**

- Food, eating and any strenuous activities will not be permitted
- Activities involving sharing equipment will not be permitted (activities such as signing up for a list serv will be completed digitally)

- Student organizations must maintain physical distancing while engaging with students by remaining behind the table and ensuring that the plexiglass barrier is in place.

## **E. Cleaning and Sanitizing Processes + Hand and Respiratory Hygiene**

- Student organizations tabling can pick up cleaning supplies at the Student Engagement Kiosk before they start
- Student organizations will be required to wipe down tables and chairs at the beginning of their time slot and before they leave
- SCLD will ensure Student organizations are aware of Hand and Respiratory Hygiene (coughing or sneezing into arm and encourage use of hand sanitizer.)
- SCLD will provide hand sanitizer for staff and students
- Student Engagement Ambassador team will periodically check in on clubs tabling

## **F. Case and Contact tracing**

- Student organizations must track any 1:1 interactions where club members have prolonged exposure (greater than five minutes) with attendees to their table. Tracking includes documenting the name, phone number, and e-mail for the attendee and maintaining this list for 30 days.
- Case and contact management plays an important role in managing and responding to an infectious disease such as COVID-19. If a club member becomes symptomatic during their tabling event/session, they must follow the following procedures:
  - Re-submit their self-screening through YU Screen to reflect their changed status i.e., to experiencing symptoms, etc. and confirm visually to another peer club member at the table or a Student Engagement Ambassador at the Vari Hall Kiosk or by stopping by SCLD at Ross Building South S172, that the YU Screen status has been changed.
  - Leave the tabling area if it is safe to do so, and return to their residence room or home.
  - Self-isolate at home or in their residence.
  - Wait for a Case and Contact Coordinator (CCC) to contact them.
  - Guests (and community members) are (also) encouraged to contact Toronto Public Health and TeleHealth Ontario for instructions and additional advisement.
- After receiving confirmation of a COVID-19 case, a university case and contact management coordinator will follow up with community members to confirm the person is isolating, identify their close contacts, and investigate how they might have contracted the virus. Non-community members (guests/visitors) would fall under Toronto Public Health's discretion for case management.
- The University, at its discretion, may determine that the student organization responsible for the tabling produce the table attendee list with the contact information for all attendees (including volunteers). If required, SCLD will contact the student organization contact for this list. The student organization must submit this list (electronically, preferred) to SCLD within 24 hours of the request. The list is critical to case and contact tracing management. If a student organization is not contacted by SCLD via a case and contact tracing coordinator within 30 days following the event, the list can be destroyed.

## **G. Reporting Symptomatic Attendee, Possible exposure, or positive case**

- If either an attendee or a club member has a change in health status, individuals will be advised to complete the following procedures:
  - Re-submit their self-screening through YU Screen to reflect their changed status i.e., to experiencing symptoms, etc. and confirm visually to another peer club member at the table or a Student Engagement Ambassador at the Vari Hall Kiosk or by stopping by SCLD at Ross Building South S172, that the YU Screen status has been changed.
  - Leave the tabling area if it is safe to do so, and return to their residence room or home.
  - Self-isolate at home or in their residence.
  - Wait for a Case and Contact Coordinator (CCC) to contact them.
  - Guests (and community members) are (also) encouraged to contact Toronto Public Health and TeleHealth Ontario for instructions and additional advisement.