



# COVID-19 Event Safety Plan

## Complying with Provincial Health Orders

Event organizers are responsible for planning an event and creating a COVID-19 Safety plan that meets the requirements of any [orders, notices, or guidance issued by the Provincial Health Officer](#), and the appropriate health authority, relevant to their proposed activities, at the time of the proposed event.

The purpose of this COVID-19 Safety Plan is to outline relevant event details and will describe how the event organizer will ensure compliance to current Public Health orders.

## Regulatory Context

[BC Restart Plan](#)

[Provincial Health Office Orders](#)

[WorkSafeBC – COVID-19 General Information](#)

[WorkSafeBC – Industry-Specific information page](#)

[Post-Secondary Go-Forward Guidelines](#)

## Event Details

Complete the fields below

<b>EVENT NAME</b>	Biodiversity Ice Cream Social
<b>EVENT DATE(s)</b>	July 28 2021
<b>EVENT TIME(s)</b>	13:00
<b>EVENT LEAD (Name)</b>	Katie Beall (Administrator; Biodiversity Research Centre)
<b>UBC EVENTS ONLY:</b>	
<b>SPONSOR (relevant leader/approver)</b>	
<b>APPROVAL FROM EVENT SPONSOR</b>	<input type="checkbox"/> Approval Received <input type="checkbox"/> Approval Pending
<b>EVENT LOCATION (Building/Outdoor)</b>	Beaty Biodiversity Centre
<b>EVENT LOCATION – (Room / Area)</b>	Courtyard (Outdoors)

Rain or Shine Ice Cream will provide ice cream to approximately 100 guests in an outdoor setting. Rain or Shine will handle all good products and hand them directly to the guest. Guests will be encouraged to bring a blanket for a picnic or to use the bench seating around the courtyard. The queue for the ice cream will be in the courtyard.

The building is currently closed to the public but individuals will be allowed to enter to use the washrooms or kitchens as needed. There is a sliding door on the courtyard that can be opened for the event to allow access for guests. Hand sanitizer will be available by all entrances to the building.



## Responsibility

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus.

It is up to each one of us to do our part, but it is our collective efforts that will make the difference.

### For all events:

Before hosting, participating in, officiating at or being a spectator at, or for any other reason being present at an event, a person must carry out a health check. **A person who has not passed the health check must not be present at an event.** The organizer should plan for dedicated isolation areas and travel provisions for individuals showing symptoms of illness while waiting for transportation home or to a medical center.

If a person who becomes unwell during an event:

- In an emergency, call 911.
- Anyone who is ill or believes they have COVID-19 symptoms must isolate from the event and complete the BC self-assessment tool at <https://bc.thrive.health/> or call 811 and follow the instructions provided.

*Note: UBC will defer to Public Health to manage any notifications. UBC will assist in distributing these notifications if required.*

## UBC COVID-19 Rules

COVID-19 Campus Safety rules apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

- [Completing Daily Health Assessments](#) - required of everyone prior to attending campus
- [COVID-19 training](#) - required of employees
- [Wearing non-medical masks](#) - non-medical masks are recommended in alignment with Step 3 of BC Restart Plan
- [Following Direction of Public Health](#) - as it relates to Provincial Health Officer Orders, contact tracing and isolation requirements



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For further information and complete list of rules, visit [UBC Campus Rules & Guidance Documents](#). Frequently asked questions about COVID-19 protocols at UBC can be found [here](#).

### Relevant UBC COVID-19 Safety Plans

If indoors in a UBC controlled space you can access relevant COVID-19 Safety Plans [here](#).

#### Sector-Specific / Venue-Specific Requirements

Restaurants and leisure spaces at UBC may have their own COVID-19 safety plan or directives that meets sector-specific requirements of BC. List any UBC managed, location-specific safety procedures that need to be followed:

Users of the indoor restrooms at the Biodiversity Research Centre will be encouraged to wear masks when they enter the building common spaces. UBC SRS covid-19 signage is placed at entrances and throughout the building

<https://srs.ubc.ca/covid-19/digital-and-print-signage/>

Guests will be asked to maintain careful social contact.

### Meeting the Requirements of Provincial Health Orders

#### Compliance with Provincial Health Orders:

1. Obtain a copy of the most recent [Provincial Health Orders](#) relevant to the event.

*Note: This safety plan will be required to be updated if the Orders change between the date the plan is written and the date of the event. Note that bookings may have to be modified or cancelled if ordered by the Provincial Health Officer.*

2. Outline how you will meet the requirements listed in the relevant orders.

If you require assistance with this section of the plan, contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) and a representative from UBC Safety & Risk Services will be assigned to assist you.

#### Applicable Provincial Health Order(s):

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

#### Applicable Section(s):



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Outdoor events cannot exceed 5,000 people, and we will certainly not approach this limit. We're expecting 100 people.

### Detail how you will satisfy the requirements of the order:

(Not relevant)

## Communication Strategy

Describe where a physical copy will be available during the event, and if applicable, list the webpage where it can be viewed online:

<https://biodiversity.ubc.ca/resources>



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Event patrons will be notified of COVID-19 protocols and expectations by:

We will send an email invitation to members of the research centre, wherein expectations will be communicated.



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### Health & Safety Concerns

- UBC Staff and Faculty should raise their concerns to their supervisor.
- In the event of an emergency please follow the applicable emergency response procedures, such as from the hosting facility or as required under other service agreements.

*Note: This Plan may defer to the specific facility's response procedures if contractually provided*

- For non-emergencies, event organizers or venue staff may contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).

### APPROVAL SECTION

#### **To be completed by Campus Operations**

For assistance reviewing a COVID-19 Safety Plan contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) and a representative will be assigned to assist.

<input checked="" type="checkbox"/> <b>APPROVED</b>
<input type="checkbox"/> <b>REQUIRES FURTHER REVIEW</b> [Briefly provide context for decision]



# COVID-19 Event Safety Plan

## Appendix A: Floorplans

