


COVID-19 (Novel Coronavirus) Event Checklist

Stage 3 of Re-Opening during COVID-19 Event Checklist

July 30, 2020

This checklist is based on recommendations in the [Event Considerations Guidance Document](#), please see document for information regarding requirements. This guidance reflects the current need for protection from COVID 19 in Ontario. As the COVID-19 pandemic continues to evolve this checklist is subject to change. Please visit the Southwestern Public Health website www.swpublichealth.ca regularly for updates and additional information

- ☐ **Gathering limits** are met:
 - ☐ No more than 50 people for indoor and no more than 100 for outdoor events
 - ☐ Indoor events including religious services, ties or ceremonies, and wedding ceremonies or funeral services, can have no more than 30% of the building capacity
- ☐ **Physical distancing** can be maintained:
 - ☐ Group size is altered to ensure 2 m distancing between people not in the same social circle/household
- ☐ **Expectations** surrounding COVID-19 infection control measures are **posted and enforced** through verbal reminders, visual cues, posters, and media announcements prior to the event
 - ☐ Post signs stating **exclusion criteria** (i.e. if ill, stay home), signs/symptoms of COVID-19, **physical distancing**, **mandatory face covering**, and **proper hand hygiene practices**
- ☐ Increased **hand hygiene**:
 - ☐ **Hand sanitizer** is located at entrances and is available for use when hands are not visibly soiled
 - ☐ Handwashing sinks are adequately stocked with liquid soap and paper  towel.

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- ☐ **Respiratory etiquette** is followed (i.e. sneezing/coughing into sleeve) washing hands immediately after
- ☐ **Face coverings and/or masks must** be worn in all enclosed public spaces and all employee spaces where physical distancing is not possible (i.e. kitchen, staff room, etc.).
 - ☐ There are some **exemptions** for face covering requirements. **If someone meets the exemption criteria**, they cannot be denied entry.
 - ☐ **If someone does not meet the exemption criteria** and does not have a face covering and/or refuses to wear a face covering, they must be denied entry.
- ☐ **Clean and disinfect** high touch surfaces (e.g. light switches, door handles, sink handles, grab bars, hand railing, etc.) twice per day and when visibly dirty
- ☐ **Limit the use of shared objects** (e.g. debit machines, tables, pens, etc.) where possible. When not possible, clean and disinfect the objects between each use
- ☐ Only **use disinfectants with a Drug Identification Number (DIN)**
- ☐ Modify the space to create a **one-way flow** of people where possible
- ☐ Install **physical barriers** (e.g. sneeze guards and partitions) in areas where physical distancing is not possible
- ☐ **No singing or dancing**, unless performed by a person or group employed for the event
 - ☐ Barriers must be installed, and physical distancing must be maintained between performers and patrons
 - ☐ Karaoke is not permitted, unless done so outside of a private karaoke room with physical distancing and proper cleaning and disinfecting practices in place
- ☐ Maintain **visitor/guest log** with name, phone number, date, and time of visit for contact tracing purposes
- ☐ **Food Service** must operate in accordance with all applicable legislative requirements, including the **Food Premises Regulation and Guidance for Re Opening Restaurants**

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- ☐ Each table must hold members of only one social circle and/or household at a time
- ☐ Tables must be spaced appropriately to meet physical distancing requirements (2 meters)
- ☐ No buffet stations
- ☐ Food must be served directly to attendees; no communal bowls/serving platters
- ☐ If providing bar services, see [Bar Services Guidance Document](#) for more information
- ☐ Ensure proper handwashing practices are conducted when handling dirty dishes
- ☐ All patrons must be seated when eating and/or drinking
- ☐ **Must adhere to any local, provincial, and federal requirements**, which are subject to change.