

TUUS COVID Safety Checklist

Campus partners will need to review this application in its entirety and will advise if the proposed event is approved.

Please note that even if an event is approved, there are stringent health and safety and risk mitigation responsibilities that will fall on the department sponsoring the event. Unless your Faculty/Divisional Executive Officer or equivalent senior official is prepared to provide assurance that these measures will be adhered to, the event will not be permitted to take place for the health and safety of the participants and all York University community members.

Applicants are advised to review the [City of Toronto COVID-19 Guidance for Indoor & Outdoor Events](#) prior to applying.

- **City of Toronto COVID-19 Event Guidance ***

I have reviewed the [City of Toronto COVID-19 Guidance for Indoor & Outdoor Events](#)

Identify which items from the list below that will be incorporated into your event preparations and plans *

Adhere to Space Event Capacity to allow for physical distancing of 2 metres or 6 feet

Send an email in advance with all of the instructions/ safety protocols (e.g. mask or face covering required) so guests come prepared. [York COVID-19 Resources](#)

Have shifts or staggered entry, breaks and meals

Have additional cleaning between sessions

Designate staff to enforce physical distancing and mouth and nose covering requirements throughout event

Post signage at event entrance indicating that mouth and nose coverings required for attendance

Post Public Health COVID-19 Posters about Physical Distancing

Ensure that attendees and staff are aware of the requirement to complete the [COVID-19 Screening Checklist](#)

Consider taping/livestreaming the event to allow an option for those that may be compelled to attend despite feeling ill

Mask or face coverings to be worn at all times indoors by guests and staff

Have new masks and face coverings available for anyone that does not have one on the day of the event

Must have a registration sheet with First Name, Last Name and Phone number for contact tracing purposes

Limit the duration of the event as much as possible

Have a safety plan for anyone that becomes ill or may display symptoms of COVID-19 during the event. Review the [COVID-19 Protocol for Self Disclosure, Screening and Incident Management](#) for guidance.

Use contactless methods for exchanging or verifying items

If planning on having food, must allow additional space between guests to allow for partial removal of mouth and nose covering while eating/drinking

Encourage guests to download the [COVID Alert App](#)

Attached a Safety Plan for TUUS to review

****I understand that as a student organization, we have a responsibility to ensure all events we hold will be safe for attendees by implementing the procedures indicated above.**

Name of Signing Authority:

Name of Organization/Department:

Signature:

Date: