



COVID-19 Checklist for Organizing Events

Groups and organizations that are planning events are encouraged to consult the following checklist and applicable Guidance Documents for advice.

- [Framework for Reopening our Province: Stage 3](#)
- [Cleaning and Disinfection for Public Settings](#)
- Ontario regulation [364/20](#)
- [Guidance for Facilities for sports and recreational fitness activities during COVID-19](#)
- [COVID-19 Guidance: Summer Day Camps](#)

Approval of COVID-19 precautions regarding these events will not be issued; however, written plans can be submitted via e-mail to workplaces@porcupinehu.on.ca for review and recommendations.

Please allow 15 days from submission of your plan.

General					
Screening					
Component	Yes	No	N/A	Action Item	Date Resolved
Inform attendees on protocols and expected behaviours. Reinforce the message that people must not attend if they are ill.					
Display posters in high visibility areas in your setting to promote messages about how to stay safe during the COVID-19 pandemic: <ul style="list-style-type: none"> • Physical Distancing • Mask or Face Covering Required • Please Wash your Hands • Cover your Cough • Screening Posters for Entrances 					
Use posters to encourage passive screening before entering the venue. Direct anyone who answers YES to any of the screening questions to go home					
Active screening of participants upon entry					
Keep a list of names and contact information for all individuals who attend the event/gathering.					
Physical Distancing					
Use barriers/structures to enclose the event space/venue and manage capacity and pedestrian traffic flow.					
Designate and manage entry and exit points to control the number of attendees. If the					

maximum number of attendees is reached, allow one person in for every person that leaves.					
Stagger arrivals, departures and breaks, where possible, to reduce congestion at points of entrance and exit and in common areas.					
Monitor and manage customer lines within and outside the venue.					
Clear, visible signage reminding people about physical distancing.					
Assign staff to monitor lines and to make public announcements reminding attendees to keep two metres/six feet apart.					
Install physical barriers at the point of sale (e.g. plexiglass shield).					
Encourage electronic payment by debit or credit card, and to tap instead of using the PIN pad.					
Non-medical masks or face-coverings					
Masks or face coverings are strongly recommended outdoors when physical distancing cannot be maintained.					
Hand Hygiene					
Clear, visible signage on how to wash and sanitize your hands					
Adequate supplies: pump soap, warm running water, and paper towel or hot air dryers					
Other					
Non-touch, lined waste disposal receptacles for use.					
Cleaning of frequently touched surfaces before and after event.					
Encourage staff and attendees to download the COVID Alert app so they can be notified directly if they have been in close contact with someone who was contagious with COVID-19.					
When planning to sell or offer food to people at a special event in the community, review the Special Event Operating Guidelines and complete a Special Event Form for approval to inspections@porcupinehu.on.ca at least 15 days prior to the event.					
Indoor Events					
Physical Distancing					
Arrange, mark and/or assign seating to ensure no more than 10 people per table, and minimum two metres/six feet distance between individuals who are not members of the same household or social circle.					

Marking a distance of 2 meters between seats and seating areas and in common or shared spaces. If chairs can't be physically removed, mark out which chairs to sit on.					
Increase floor marking and aisle signage to encourage one-way movement with prominent signage and/or floor markings.					
Identify areas where crowding and bottlenecks are common, such as lobbies or bathrooms, and use volunteers, staff or barriers to redirect people who may gather in these areas.					
Discourage people from gathering outside the venue.					
Non-medical masks or face-coverings					
Clear, visible signage reminding people to wear a non-medical mask or face covering					
All staff, patrons and performers must wear a mask or face covering indoors, as per a Medical Officer of Health's order. Some exceptions apply, including children under the age of two, and people with medical conditions that make wearing a mask difficult.					
Hand Hygiene					
Provide hand hygiene stations at main entrance and high traffic locations.					
Outdoor Events					
Physical Distancing					
Identify areas where crowding and bottlenecks are common and use volunteers, staff or barriers to redirect people who may gather in these areas.					
Non-medical masks or face-coverings					
Clear, visible signage reminding people to wear a non-medical mask or face covering if physical distancing is not possible					
Hand hygiene					
Provide hand hygiene stations at multiple locations					