

## Operating a Special Event during Stage 3

If you are a special event coordinator, please provide the Special Event Coordinator Form to the Health Unit. <https://healthunit.org/health-information/food-safety/special-events-farmers-markets/coordinator-notification-form/>

If you are a food vendor who wishes to operate at the special event, please provide the Special Events – Food Vendor Application. <https://healthunit.org/health-information/food-safety/special-events-farmers-markets/food-vendor-application/>

### Gathering Limits

- Gathering limits are 50 persons if indoors or 100 persons if outdoors.
- People at their places of work, including performers and crews, do not count towards gathering limits.
- Indoor and outdoor events cannot be combined to increase number of participants. If an event is simultaneously indoors and outdoors, the indoor gathering limit applies.
- It is the responsibility of the event organizer to monitor the number of persons within the designated event space. Consider using barriers/fencing to define special event area.

### Health

- Anyone attending the special event should conduct a health check prior to attending. The Ministry of Health has provided an easy online self-assessment tool for the general public to access: <https://covid-19.ontario.ca/self-assessment/>.
- Event staff are advised to report illness to the event organizer or their employer (e.g., if a vendor employee) and stay home if sick.
- Patrons are advised to conduct a health assessment prior to coming to the event and to stay home if sick.
- Testing site locations can be found at <https://healthunit.org/health-information/covid-19/assessment-testing-results/>

### Collect contact information from participants

- In case of a COVID-19 outbreak at the special event, the Health Unit may need to contact participants.
- All participants should provide contact information including full name and phone number or email to the special event organizer.

### Physical distancing and use of face coverings/masks

- In all cases, individuals are required to continue to maintain physical distancing of at least two metres or 6 feet with people from outside their households or social circles.
  - Social circles can be made up of up to 10 people.
  - Gatherings may include different social circles, but are subject to gathering limits and physical distancing of at least two metres.
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- Mask must be worn for all indoor events as per the Health Unit instruction. As of July 7<sup>th</sup>, 2020, all persons entering or remaining in an enclosed public space must wear a face covering/mask that securely covers the nose, mouth, and chin.
- Exemptions include people who cannot wear a mask for medical reasons, or children under two years old, or those who require accommodation in accordance with the Ontario Human Rights Code.
- Proof of exemption is not required.
- Face shields are allowed if you have an exemption.
- Face coverings/masks should be worn while outdoors when physical distancing cannot be maintained.
- The event organizer should conduct a risk assessment and if it is determined that the patrons attending the event cannot maintain physical distancing then a face covering/mask policy should be instituted.

## Cleaning requirements

- A cleaning schedule should be developed to ensure all commonly touched surfaces and washrooms are cleaned as frequently as necessary.
- Washrooms must be cleaned and disinfected as frequently as necessary to maintain them in sanitary condition
- Frequently touched surfaces (e.g., counters, door knobs, light switches, POS machines) should be cleaned and disinfected at least every 2 hours or more frequently as required.
- Use of cash is discouraged at this time.
- The following fact sheets will provide further information about cleaning and sanitizing:
  - » Commonly touched surfaces - [https://healthunit.org/wp-content/uploads/COVID-19\\_Cleaning\\_Disinfecting\\_Bathrooms\\_Used\\_by\\_Public.pdf](https://healthunit.org/wp-content/uploads/COVID-19_Cleaning_Disinfecting_Bathrooms_Used_by_Public.pdf)
  - » Cleaning and disinfecting washroom - <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>
- Hand hygiene stations must be available
- An adequate number of hand hygiene stations must be available.
- A hand hygiene station should be equipped with soap, water and disposable paper towels.
- Hand sanitizer stations should be made available throughout the special event to promote frequent hand sanitizing.
- For more information about the Health Unit's mask instruction please visit our website - [https://healthunit.org/wp-content/uploads/Public\\_Health\\_Instructions\\_OEA\\_Stage\\_2.pdf](https://healthunit.org/wp-content/uploads/Public_Health_Instructions_OEA_Stage_2.pdf)

## Food Service

- Food premises should be spaced out at least 3 metres or 10 feet apart to allow for customer circulation and distancing.
  - If possible, participants should be seated at the food establishment when eating or drinking. Consider having designated eating areas to avoid people walking and eating.
  - No buffets or self-service options for food or drinks.
  - No trays of samples can be offered.
  - Ensure that all food vendors register with the Health Unit at least 14 days prior to the event to ensure compliance with the Ontario Food Premises Regulation. For more information please carefully review the Special events guidelines in the opening paragraph of this document.
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## Performing Arts: Indoors

- 50 spectators may be in attendance if the concert, event or performance is indoors.
- It is recommended that tickets be sold in advance. Collect the attendees name and contact information at the time of ticket sale.
- Advise spectators to conduct a health check prior to coming to the event and if they are symptomatic not to attend. Have patrons use the Ontario COVID-19 screening assessment tool: <https://covid-19.ontario.ca/self-assessment/>.
- Masks are required indoors for spectators and employees unless exempt.
- Singers and players of brass or wind instruments must be separated from any spectators by plexiglass or some other impermeable barrier.
- Cleaning and sanitizing must be completed of high-touch surfaces between performances.
- Ensure plans are in place to maintain physical distancing of at least 2 metres/6 feet.

## Performing Arts: Outdoors

- 100 spectators may be in attendance if the concert, event or performance is outdoors.
- It is recommended that tickets be sold in advance. Collect the attendees name and contact information at the time of ticket sale.
- Advise spectators to conduct a health check prior to coming to the event and if they are symptomatic not to attend. Have patrons use the Ontario COVID-19 screening assessment tool: <https://covid-19.ontario.ca/self-assessment/>.
- Ensure plans are in place to maintain physical distancing of at least 2 metres/6 feet. It is the responsibility of the event organizer to monitor the number of persons entering the event area and to ensure that attendees are physical distancing. Consider using barriers/fencing to define special event area.

## Drive-in or drive-through cinemas, performances, etc.

- People must remain within a motor vehicle except to use the washroom or go to the concession stand to purchase admission, food or beverages.
- Cars must be 2 metres away from other cars.
- Have a physically distanced line up for concessions or deliver food directly to cars.

## Receptions & Parties

- Dancing within social circles is allowed.
- In an indoor facility speeches can be made with face coverings/masks or a physical barrier at a podium that is at least 2 metres/6 feet physically distanced from attendees.
- Face coverings/masks to be worn indoors except for photos and eating and drinking.
- Food and drink must be served at tables. No cocktail hour service.

## Buskers

- Performers must maintain physical distancing of two metres/6 feet from every other person.
  - Plexiglass or some other impermeable barrier is required between the audience and singers as well as players of brass or wind instruments.
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## Playgrounds and play structures

- Physical distancing rules must be in place except between individuals from the same household or social circle.
- Encourage hand hygiene.
- Encourage supervision by parents.

## Signs that can be posted at the Event

- Face covering/mask sign  
[https://healthunit.org/wp-content/uploads/Mask\\_Required\\_Poster.pdf](https://healthunit.org/wp-content/uploads/Mask_Required_Poster.pdf)
- Protect Yourself and Those Around You  
[https://healthunit.org/wp-content/uploads/COVID-19\\_Precaution\\_Poster.pdf](https://healthunit.org/wp-content/uploads/COVID-19_Precaution_Poster.pdf)
- Hand washing Sign  
[https://healthunit.org/wp-content/uploads/COVID-19\\_Handwash\\_Poster.pdf](https://healthunit.org/wp-content/uploads/COVID-19_Handwash_Poster.pdf)
- COVID-Smart sign  
[https://healthunit.org/wp-content/uploads/COVID-19\\_and\\_Activities.pdf](https://healthunit.org/wp-content/uploads/COVID-19_and_Activities.pdf)