

Risk Management

COVID-19 Event Requirements

- Ucalgary defines EVENTS as one-off gatherings in excess of 15 people (outside of classes and regular business meetings)
 - Any routine academic gathering such as academic half-day, journal club, simulation and education sessions or routine committee meetings **DO NOT** require a risk management assessment
 - Events such as Retreats, Research Day, Orientation Day, Graduation, Team Outings, Wellness Activities, with more than 15 attendees **DO** require a risk management assessment

COVID-19 EVENT REQUIREMENTS

- **INDOOR: Non-seated events** may have up to 50 individuals; **indoor seated/audience events** may have a maximum of 100 individuals.
- **OUTDOOR: Community Outdoor Events** such as festivals, sporting events and outdoor performances may have up to 200 people. **All other outdoor events** may have up to 100 people.

Attendees and Workers

- All participants, speakers must be pre-registered with name, address and phone number
- Attendance must be taken and retained
- Staff and Volunteers attending must also be recorded and trained on safety procedures
- Masks are strongly encouraged
- Limit personal belongings
- Anyone who has symptoms of COVID-19 or feels ill cannot attend

Space

- Mandated physical distancing of at least 2 meters
- Control/stagger entry into and exits from the Event space
- Prop open entry/exit doors to avoid attendees touching door handles

Sanitization

- Hand Sanitizer Stations must be provided at all points of entry
- Confirm the event space will be sanitized before and after your event
- Microphones and podiums are sanitized between speakers

Food/Beverage

- Bottled beverages only
- Commercially prepared pre-packaged meals
- Commercially prepared food that is plated and served

- Food options that are NOT currently allowed:
 - Sharing of food or beverages (buffet, self-serve food)
 - Coffee/tea stations
 - Condiment stations or shared condiments
 - Water jugs

Activities

- Overnight accommodations – unless individuals are from the same household
 - Only 1 person per accommodation
 - No shared kitchen or bathroom facilities
- Activities NOT allowed at this time
 - Singing, cheering, hand shaking
 - Passing around of items during the event, including paper
 - Anything requiring attendees to have physical contact with each other

Communications Required

- On the website advertising the event
 - Risk Management provides a communication template that addresses the protocols, procedures and requirements
- Email to registered attendees prior to the Event
 - Risk Management provides a communication template to include as a reminder of the requirements
- At the Venue – Speaker Announcement
 - Review of COVID-19 precautions
 - Hand washing and use of sanitizer
 - Maintain physical distancing
 - Cough or sneeze into arm or elbow
 - Entry and exit instructions
 - Catering instructions
 - In the event of an emergency

Link to Communication Templates

<https://live-risk.ucalgary.ca/risk/risk-management-insurance/events/event-covid-19-communications>

Link to Assessment Tool

- <https://live-risk.ucalgary.ca/risk/risk-management-insurance/events>

1. Complete the Event Risk Assessment Tool

Please complete the [UCalgary Event Risk Assessment Tool](#).

Risk Management Assessment Tool

- Event name, dates, location (on or off campus)
- Type of event and duration
- Will space allow for physical distancing of 2 meters
- What is the normal maximum occupancy of the space
- Is food/beverages being served – if yes
 - Food from a commercial kitchen that is plated and served
 - Food from a commercial kitchen – buffet style food service
 - Food from a commercial kitchen – prepackaged and individual
 - Participants bring their own food and do not share
 - Food not from commercial kitchens (home made, bake sale)

Participant Details:

- Are you asking participants to register in advance
- Expected size of event including participants, speakers, servers and all other staff
- Does the event include individuals under the age of 18
- Will attendees at greater risk of severe disease including people over 60 and with chronic medical conditions participate face-to-face
- Are alternative on-line methods for participation available
- Will any attendees be from outside of Canada
- Will any attendees be from outside of Alberta

Risk Management Review

- Email confirming receipt of the submission
- May contact for additional details:
 - What do you have in place if it rains
 - What is the square footage of the event space
 - How will people get to the venue as it's off campus
- Supply Chain Management contract review
 - *Note: Master Agreements
- Risk Management confirms approval of the event by email with a cc to Supply Chain Management so that the contract can also be approved

Final Steps for Approval – Insurable Event

- The Department Head must sign off that the university event complies with the following:
 - Event will be monitored and controlled
 - Contracts and agreements for space, food, transport, etc. are in the name of “The Governors of the University of Calgary” and have been reviewed by Supply Chain Management
 - Events must be managed through the university accounting structure
 - Not a third party event

<https://live-risk.ucalgary.ca/risk/risk-management-insurance/events/what-constitutes-ucalgary-event-or-conference>

The sign off should be in the form of an email to riskmgmt@ucalgary.ca with a cc to the applicable PGME Business Administrator