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
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