



COVID-19/Communicable Disease Prevention Event Plan

Complying with Provincial Health Orders and Notices

Event organizers are responsible for planning an event and creating a plan intended to prevent the transmission of communicable diseases, like COVID-19, that meets the requirements of any [orders, notices, or guidance issued by the Provincial Health Officer](#), and the appropriate health authority, relevant to their proposed activities, at the time of the proposed event.

The purpose of this plan is to outline relevant event details and will describe how the event organizer will ensure compliance to current Public Health orders and notices.

Regulatory Context

[BC Restart Plan](#)

[Provincial Health Office Orders and notices](#)

[WorkSafeBC – COVID-19 & Communicable Disease](#)

[BC Centre for Disease Control – Event Planning](#)

[Post-Secondary Go-Forward Guidelines](#)

Event Details

Complete the fields below

EVENT NAME	ZOOLOGY ICE CREAM SOCIAL
EVENT DATE(s)	AUGUST 20 TH , 2021
EVENT TIME(s)	01:00 PM
EVENT LEAD (Name)	KATIE PIKOR (Administrator, Dept of Zoology)
UBC EVENTS ONLY:	
SPONSOR (relevant leader/approver)	
APPROVAL FROM EVENT SPONSOR	<input type="checkbox"/> Approval Received <input type="checkbox"/> Approval Pending
EVENT LOCATION (Building/Outdoor)	BIOLOGICAL SCIENCES
EVENT LOCATION – (Room / Area)	COURTYARD (OUTDOORS)

Rain or Shine Ice Cream will provide ice cream to approximately 150 guests in an outdoor setting. Rain or Shine will handle all good products and hand them directly to the guests. Guests will be encouraged to bring a blanket for a picnic or to use the bench seating around the courtyard. The queue for the ice cream will be in the courtyard.

The building is currently closed to the public but individuals will be allowed to enter to use the washrooms or kitchens as needed. There is a door to the courtyard that can be opened for the event to allow access



for guests. Hand sanitizer will be available by all entrances to the building. Additional hand sanitizer is available where people are getting ready to consume food.

Responsibility

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus.

It is up to each one of us to do our part, but it is our collective efforts that will make the difference.

For all events:

Before hosting, participating in, officiating at or being a spectator at, or for any other reason being present at an event, a person must carry out a health check. **A person who has not passed the health check must not be present at an event.** The organizer should plan for dedicated isolation areas and travel provisions for individuals showing symptoms of illness while waiting for transportation home or to a medical center.

If a person who becomes unwell during an event:

- In an emergency, call 911.
- Anyone who is ill or believes they have COVID-19 symptoms must isolate from the event and complete the BC self-assessment tool at <https://bc.thrive.health/> or call 811 and follow the instructions provided.

Note: UBC will defer to Public Health to manage any notifications. UBC will assist in distributing these notifications if required.

UBC COVID-19 Rules

COVID-19 Campus Safety rules apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

- [Completing Daily Health Assessments](#) - required of everyone prior to attending campus
- [COVID-19 training](#) - required of employees
- [Wearing non-medical masks](#) - non-medical masks are recommended in alignment with Step 3 of BC Restart Plan in indoor common spaces like hallways, washrooms, elevators etc. for all people 12 and older who are not yet fully vaccinated.
- [Following Direction of Public Health](#) - as it relates to Provincial Health Officer Orders, notices, guidance, contact tracing and isolation requirements



For further information and complete list of rules, visit [UBC Campus Rules & Guidance Documents](#). Frequently asked questions about COVID-19 protocols at UBC can be found [here](#).

Relevant UBC Safety Plans

If indoors in a UBC controlled space you can access relevant plans [here](#).

Sector-Specific / Venue-Specific Requirements

Restaurants, public and leisure spaces at UBC may have their own plans or directives that meets sector-specific requirements. List any UBC managed, location-specific safety procedures that need to be followed:

Users of the indoor restrooms at the Biological Sciences will be encouraged to wear masks when they enter the building common spaces. UBC SRS covid-19 signage is placed at entrances and throughout the building

<https://srs.ubc.ca/covid-19/digital-and-print-signage/>

Guests will be asked to maintain careful social contact.

Meeting the Requirements of Provincial Health Orders and notices

Compliance with Provincial Health Orders and notices:

1. Obtain a copy of the most recent [Provincial Health Orders and notices](#) relevant to the event.

Note: This plan will be required to be updated if the Orders or notices change between the date the plan is written and the date of the event. Note that bookings may have to be modified or cancelled if ordered by the Provincial Health Officer.

2. Outline how you will meet the requirements listed in the relevant orders and notices.

If you require assistance with this section of the plan, contact ready.ubc@ubc.ca and a representative from UBC Safety & Risk Services will be assigned to assist you.

Applicable Provincial Health Orders and/or notices:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

Applicable Section(s):



Outdoor events cannot exceed 5,000 people, and we will certainly not approach this limit. We're expecting 150 people.

Detail how you will satisfy the requirements of the orders or notices:

Not applicable

Communication Strategy

Describe where a copy of this safety plan will be kept in case it needs to be accessed during the event:

Physical copy will be located on www.zoology.ubc.ca/resources

Event patrons will be notified of protocols and expectations by:

We will send an email invitation to members of the department, wherein expectations will be communicated.



Health & Safety Concerns

- UBC Staff and Faculty should raise their concerns to their supervisor.
- In the event of an emergency please follow the applicable emergency response procedures, such as from the hosting facility or as required under other service agreements.

Note: This Plan may defer to the specific facility's response procedures if contractually provided

- For non-emergencies, event organizers or venue staff may contact ready.ubc@ubc.ca.

APPROVAL SECTION

To be completed by the venue manager accepting the booking

For assistance reviewing this plan you can contact ready.ubc@ubc.ca and a representative will be assigned to assist.

<input type="checkbox"/> SATISFIES THE REQUIREMENTS OF THE RELEVANT ORDERS/NOTICES
<input type="checkbox"/> REQUIRES FURTHER REVIEW [Briefly provide context for decision]



Appendix A: Floorplans

