



Guidance for Events

(As of Tuesday, October 12, 2021)

The following communicable disease prevention plan is to mitigate the risk of hosting in-person events for VGH & UBC Hospital Foundation. The outlined plan is in accordance to the current Provincial Health Order (PHO) and will be amended accordingly to reflect changes.

To review the current PHO and guidelines, please visit:

<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>

Event guidelines:

<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>

The following guidelines are to represent internal protocols to be executed at all in-person events until further notice. Please note that external venues and vendors may have additional safety protocols, which will require implementation.

TABLE OF CONTENTS

[Foundation Staff](#)

[Vendors](#)

[Guests of VGH & UBC Hospital Foundation](#)

[Floor Plans and Social Distancing](#)

[Cleaning Protocols](#)

[Hand Hygiene](#)

[Personal Protective Equipment \(PPE\)](#)

[Ventilation](#)

[Signage](#)

[Food Service](#)

[Optional](#)

FOUNDATION STAFF

- 1) All Foundation events will require all staff (in guest facing positions) to:
 - a. 24 hours before the event: perform a COVID-19 symptom self-check;
 - b. During the event: follow current masking guidelines, in accordance with Provincial Public Health Orders.

- c. Comply with all policies and entry requirements of the venues where the events are being held, including showing proof of COVID-19 vaccination.
- 2) All employees will receive the Communicable Disease Prevention Plan on safety protocols prior to the event and verbal reminder on event day, including:
 - i. Stay at home while sick guidelines;
 - ii. Recommendations on mask wearing;
 - iii. Hand-hygiene requirements;
 - iv. Ventilation protocols; and
 - v. Cleaning protocols.

VENDORS

- 1) All Foundation events will require all vendors to:
 - a. 24 hours before the event: perform a COVID-19 symptom self-check;
 - b. During the event: follow current masking guidelines, in accordance with Provincial Public Health Orders. The current health order requires masks in all indoor public spaces.
- 2) Vendors will receive VGH & UBC Hospital Foundation's Communicable Disease Prevention Plan and appropriate documentation prior to the event.

VOLUNTEERS

- 1) All Foundation events will require all volunteers to:
 - a. 24 hours before the event: perform a COVID-19 symptom self-check;
 - b. During the event: follow current masking guidelines, in accordance with Provincial Public Health Orders. The current health order requires masks in all indoor public spaces.
 - c. Comply with all policies and entry requirements of the venues where the events are being held, including showing proof of COVID-19 vaccination.
- 2) Volunteers will receive VGH & UBC Hospital Foundation's Communicable Disease Prevention Plan and appropriate documentation prior to the event and must sign-off on receipt of documentation and compliance.

GUESTS OF VGH & UBC HOSPITAL FOUNDATION

- 1) All Foundation events will require all guests to:
 - a. 24 hours before the event: perform a COVID-19 symptom self-check;
 - b. Upon arrival at the event: show proof of COVID-19 vaccination, must be fully vaccinated; and
 - c. During the event: follow current masking guidelines, in accordance with Provincial Public Health Orders. Masks are not required when drinking or eating.
- 2) Guests of the Foundation will receive advanced communications on all of the above prior to the event.

FLOOR PLANS AND SOCIAL DISTANCING

- 1) Number of attendees will remain as per PHO.
- 2) Social Distancing recommendations as per PHO.
- 3) Directional guidelines as per PHO.

CLEANING PROTOCOLS

[Facility cleaning recommendations - CDC](#)

- 1) Clean high-touch surfaces frequently during the event.
- 2) Catering must follow extended cleaning protocols as per PHO guidelines.

HAND HYGIENE

- 1) Hand sanitizer to be provided at all high-traffic tables and booths, food stations and readily available throughout the room.
- 2) Access to hand-washing stations must be available.
- 3) Hand-washing posters displayed near hand-washing stations.
http://www.vch.ca/Documents/COVID19-Docs_Handwash.pdf

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 1) Masks will be available upon entry for guests who do not have them. Masks are required in all indoor spaces.

VENTILATION

- 1) Open doors and windows whenever possible.
- 2) Offer outdoor space for guests whenever possible.
- 3) Host outdoor event whenever possible.

SIGNAGE

- 1) [Do not enter if sick at entrance](#) - Entry
- 2) [Physical Distancing \(if required\)](#)
- 3) Masks mandatory – Entry
- 4) Please use hand-sanitizer – Entry and at food stations
- 5) Social Distancing (if required by PHO)
- 6) [Hand-washing instructions – Washrooms and hand-washing stations](#)
- 7) Directional (if required by PHO)
- 8) Maximum Capacity – Entrance to venue space (if required by PHO)

FOOD SERVICE

- 1) Food service to be in accordance with the PHO.
- 2) Hand sanitizer to be available at food stations with sanitization signage.
- 3) Caterer to follow all PHO guidelines around additional cleaning required at food stations.