

# GUIDANCE FOR INDOOR EVENTS

## Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support those who organize indoor events in reducing the risk of transmission of COVID-19 among attendees (including participants, caterers, workers, volunteers, patrons and the general public). These events could include both private events (e.g. conferences, conventions, galas, banquets, trade shows and weddings) and public events (e.g. craft fairs/artisan shows, exhibitions) that are not covered by another guidance document. The guidance provided outlines public health and infection prevention and control measures specific to these activities.

In Stage 2, with 2 metres of distance maintained between members of different households or cohort families, the following capacity restrictions apply:

- A **maximum of 50 individuals are permitted an indoor gathering**, including attendees, staff, photographers and volunteers.
- A **maximum of 100 spectators are permitted for indoor seated/audience** settings.

This document and the guidance within it are subject to change and will be updated as needed.

Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>

## COVID-19 Risk Mitigation

<b>General Guidance</b>	<ul style="list-style-type: none"><li>• Encourage and facilitate attendees staying up to date with developments related to <a href="#">COVID-19, including advance communications through email, social media etc.</a></li><li>• Notify attendees of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures.<ul style="list-style-type: none"><li>○ COVID-19 signage should be posted in highly visible locations:</li></ul></li></ul>
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- “Help prevent the spread” posters are [available](#).
- When possible, provide necessary information in languages that are preferred by attendees.
- Encourage attendees to download the [ABTraceTogether](#) app to help let them know if they have been exposed to COVID-19.
- All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation.
  - Anyone with symptoms of COVID-19; with a history of international travel in the last 14 days; or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.
- Organizers should develop a plan to provide isolation for an attendee if needed.
- All international travellers must quarantine for 14 days upon entering Canada. International travellers must plan ahead to ensure they can complete their quarantine prior to attending an event.
- Consider options for virtual attendance for individuals who are at increased risk for more serious illness after contracting COVID-19, such as the elderly or people who have pre-existing health conditions or are immunocompromised.

To support public health contact tracing efforts in the event that an attendee tests positive, organizers should consider collecting the names and contact information of attendees.

- Providing information is voluntary for attendees. An organization must obtain an individual’s consent and notify them about the purpose and legal authority for the collection.
  - Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose.
- Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite.
- For businesses/workplaces, this includes staff, workers and volunteers on shift.
- Records should only be kept for 2 weeks. An organization must make reasonable security arrangements to protect the personal information.
- For more information, the Office of the Information and Privacy Commissioner has released [Pandemic FAQ: Customer Lists](#) about collecting personal information from customers during the COVID-19 pandemic.

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	<ul style="list-style-type: none"> <li>For questions about your obligations under the <i>Personal Information Protection Act</i> (PIPA), please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at <a href="mailto:sa.accessandprivacy@gov.ab.ca">sa.accessandprivacy@gov.ab.ca</a>.</li> </ul>
<p><b>Screening &amp; Response Plan</b></p>	<p>Operators should:</p> <ul style="list-style-type: none"> <li>Post <a href="#">signs</a> that instruct those who may have been exposed to COVID-19 not to enter.</li> <li>Consider implementing active screening of attendees (where applicable) and staff for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.             <ul style="list-style-type: none"> <li>Event operators may choose to use the <a href="#">Alberta Health Daily Checklist</a>.</li> <li>The Alberta Health Services <a href="#">COVID-19 Self-Assessment tool</a> can be used by attendees.</li> </ul> </li> <li>Develop a rapid response plan that sets out a fast-action plan for operators when an attendee shows symptoms or tests positive for COVID-19.</li> <li>Be familiar with and follow the rapid response plan if an attendee starts feeling symptoms. This should include:             <ul style="list-style-type: none"> <li>Immediately isolating the attendee from others.</li> <li>Cleaning and disinfecting all surfaces that may have come into contact with the symptomatic attendee.</li> <li>Requiring hand hygiene and masking of the attendee.</li> <li>Ensuring the attendee isolates as soon as possible.</li> </ul> </li> </ul>
<p><b>Entry and Waiting Areas</b></p>	<ul style="list-style-type: none"> <li>Consider options to facilitate physical distancing, such as:             <ul style="list-style-type: none"> <li>Directing traffic flow within a site. This can be accomplished with signs, ropes, floor decals, greeters, etc.</li> <li>Reservations and staggered entry times.</li> <li>Dedicated entry and exit points.</li> </ul> </li> <li>At registration tables, have staff or volunteers to check-in attendees and provide name tags, if required. Do not have attendees pass around pens, name tags and/or sign-in sheets.</li> <li>Consider suspending coat check services and avoid staff and volunteers handling attendee’s personal items.</li> <li>Provide hand sanitizer with at least 60% alcohol content for patrons and worker use as they enter and exit.</li> </ul>

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<p><b>Conferences, Presentations, Lectures or Banquets</b></p>	<ul style="list-style-type: none"> <li>• Consider options for participants to greet each other that do not include touching; discourage shaking hands and physical contact between attendees.</li> <li>• Individuals should be reminded to maintain physical distancing at all times, and when returning to vehicles or homes.             <ul style="list-style-type: none"> <li>○ Cancel or modify networking activities that require prolonged face-to-face contact.</li> </ul> </li> <li>• Adhere to the restrictions for seated/audience settings.</li> <li>• Encourage the use of assigned seating to minimize multiple persons using the same chairs and place settings.             <ul style="list-style-type: none"> <li>○ Ensure chairs are 2 metres apart, if not at a table.</li> <li>○ Arrange chairs and tables 2 metres apart. Seat up to a maximum of 6 individuals at the same table.</li> </ul> </li> </ul>
<p><b>Dining Areas</b></p>	<ul style="list-style-type: none"> <li>• <b>No more than 6 individuals should be seated at a table</b>; table size should facilitate physical distancing to the extent possible.             <ul style="list-style-type: none"> <li>○ Those seated at the same table should ideally be from the same household or social cohort.</li> </ul> </li> <li>• Arrange tables and chairs so that a 2-metre distance is maintained between each party.             <ul style="list-style-type: none"> <li>○ Remove excess chairs from the room.</li> </ul> </li> <li>• Aisles should be wide enough to allow room for people to maintain physical distancing. Consider using one-way traffic flow to help maintain distancing.</li> <li>• Do not supply shared table serving containers and/or condiments (e.g. water jugs, table wine, salt and pepper shakers, ketchup, and hot sauce). Use single serve items or have servers provide upon request.</li> <li>• Thoroughly disinfect each table and chair (backs and armrests) and other handled items such as AV equipment and countertops between events.</li> <li>• Consider placing hand sanitizer at each table.</li> <li>• Consider keeping music to a low volume to help attendees avoid leaning in to hear each other.</li> </ul>
<p><b>Facility</b></p>	<ul style="list-style-type: none"> <li>• Provide hand sanitizer containing at least 60% alcohol at entrances, exists, elevators, escalators, throughout the exhibition floor and other areas with commonly touched surfaces.</li> <li>• Washroom capacity should allow for distancing between guests. For example, consider closing alternate sinks or urinals.</li> <li>• Thoroughly sanitize each table after attendees leave.</li> </ul>

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	<ul style="list-style-type: none"><li>• Washroom sanitation and supervision should be enhanced.</li><li>• Increase frequency of cleaning and disinfection of high-touch surfaces such as elevator buttons, railings, door handles, public seating, payment devices, microphones, podiums etc.</li><li>• Staff should perform hand hygiene frequently.</li><li>• Space vending booths with enough room for vendors and participants to maintain 2 metres distancing.</li><li>• Encourage vendors to clean and disinfect booths regularly.</li><li>• Stagger loading schedules during setup and cleanup to enable distancing of staff, volunteers and vendors at loading docks and entryways.</li><li>• Provide a process for attendees to report sanitation and distancing concerns. Facility personnel or the organizer should address concerns in a timely manner.</li><li>• Implement elevator use protocols to enable physical distancing.</li><li>• Consider how emergency response plans may need to be modified to accommodate physical distancing.</li></ul>
<b>Food Service</b>	<ul style="list-style-type: none"><li>• Food service providers are required to follow the <a href="#">Food Regulation</a> and <a href="#">Food Retail and Foodservices Code</a> and existing occupational health and safety requirements.<ul style="list-style-type: none"><li>○ Operators should also follow the <a href="#">COVID-19 General Relaunch Guidance</a>, the <a href="#">Guidance for Food Catering</a>, and the <a href="#">Guidance for Restaurants, Cafes, Pubs, and Bars</a>.</li></ul></li><li>• Buffets and self service options may only be offered if facilitated and overseen by a commercial caterer who holds a food handling permit in accordance with the <a href="#">Guidance for Restaurant, Cafés, Pubs and Bars</a>.</li></ul>
<b>Shared Items</b>	<ul style="list-style-type: none"><li>• Where appropriate, eliminate or reduce the number of items at the event that will be handled by multiple people.<ul style="list-style-type: none"><li>○ This includes programs, flyers, handouts, promotional items, prizes, writing pads, clipboards and pens.</li><li>○ Consider using emails and online information.</li><li>○ Avoid shared objects at vendor booths including electronic devices and interactive displays that cannot be sanitized between users or operated exclusively by the vendor.</li><li>○ Ask participants to avoid handling samples, promotional items or brochures that they are not taking with them.</li><li>○ Use contactless payment/ticketing and avoid cash payments where possible. Practice hand hygiene between tasks if required to handle cash.</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>• Use alcohol-based hand sanitizer with a minimum of 60% alcohol before and after handling a shared item.</li><li>• Hard-surfaced items, or items which can be laundered should be cleaned and disinfected. Refer to cleaning and disinfecting guidance in the <a href="#">COVID-19 General Relaunch Guidance</a>.</li><li>• Soft-surface items, or other items that cannot be cleaned and disinfected should be isolated for a period of 24 hours.</li></ul>
<b>Entertainment &amp; Performances</b>	<ul style="list-style-type: none"><li>• Organizers should follow the <a href="#">Guidance for Live Music, Dance and Theatre</a>.</li><li>• Singing and the use of wind instruments are higher risk activities and must not occur.<ul style="list-style-type: none"><li>○ Consider recorded singing or non-wind instruments (e.g. piano, string instruments or guitar), as an alternative.</li></ul></li><li>• Hand-held microphones should not be shared. This includes between emcees and those proposing toasts or giving speeches. Podium or stand microphones can be shared, but should not be touched by speakers.</li><li>• Dancing should maintain physical distancing between attendees from different households.<ul style="list-style-type: none"><li>○ Consider types of dancing, such as line dances, which allow people to remain far apart.</li><li>○ If attendees are unable to maintain physical distancing while dancing, non-medical face masks should be worn. Guidance for wearing masks is <a href="#">available</a>.</li></ul></li><li>• Games and other interactive activities should only occur if there are no shared items required. Consider games and activities where participants can maintain physical distance as much as possible.</li></ul>

I have read the above pages 1-6, Guidance For Indoor Events.

We will comply with these rules set forth by the Alberta Chief Medical Officer of Health Orders while hosting our indoor event at the Glen Park Community Hall located at 49004 Range Road 274

Date Of Event: \_\_\_\_\_

Telephone # \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_

We would like to recommend you to have hand sanitizer, disinfectant wipes and face masks on site for any of you guest to use.