

Event & Activity Forms, Checklists and Procedures

During the COVID-19 Pandemic

**UWINDSOR
TOGETHER**



Be a safe Lancer!

Student Event / Activity Approval



University of Windsor

The University has general liability insurance coverage for staff and students for events it can be said to have approved and/or sponsored by the University. The following are the minimum standards to be followed. In the event that your department has more stringent procedures such procedures should be followed.

NOTE: This protocol does not cover ratified student clubs/societies or any other student incorporated group(s). Please refer to your respective student body UWSA, GSS, OPUS etc. for their Event Management Protocol.

See other planning documents on the University's Risk Management [here](#).

Please complete all areas on this form.

Event / Activity Details			
Name of the Primary event Organizer:		Name of Organization:	
Address:			
Phone:		Email:	
Status of Organization			
<input type="checkbox"/>	Student/Student Group	<input type="checkbox"/>	Faculty
<input type="checkbox"/>		<input type="checkbox"/>	Staff
<input type="checkbox"/>		<input type="checkbox"/>	Academic Class
Event Information			
Description:			
Location of Event:		Date / Duration of Event:	
Planned Transportation: (if applicable)		Start Time:	
		End Time:	
Potential or Inherent Hazards and Risk: (be as specific as possible)			
Who will be supervising this event/activity?			



University of Windsor

Will the Primary Event Organizer of the event be present at all times during the event?

Yes No

Has the Primary Event Organizer Contract been completed?

Yes No

Is an instructor required? If yes, please attach a proof of certification.

Yes No

Estimated Attendance:		Who will participate?: (i.e. students, general public, etc.)	
-----------------------	--	---	--

The University has an alcohol policy which is attached. Are you planning to have alcohol at the event?

Yes No

If Yes, and your event is on campus please contact University Catering Services at ext. 3276.

University Authorities Consulted?: (Please check as appropriate)

<input type="checkbox"/> Campus Police	Director ext. 1234
<input type="checkbox"/> Department Head/Dean	Campus Directory
<input type="checkbox"/> Student Services	Ext. 3287
<input type="checkbox"/> Occupational Health and Safety (Employee Related)	Manager ext. 4521
<input type="checkbox"/> University General Counsel	Ext. 4059
<input type="checkbox"/> Catering (if food or alcohol is being served)	Coordinator ext. 3276
<input type="checkbox"/> Housekeeping or Physical Plant	Ext. 2158
<input type="checkbox"/> St. Denis Centre	Coordinator ext. 2424

Safety, Health and Risk Management Initiatives: (please attach any supporting documentation)

Hazard or risk of activity and safety procedures/ precautions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safety Training for Participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Hazardous materials and precautions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
First Aid / Medical Aid coverage and emergency plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Incident / Injury reporting instructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Security arrangements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Special requirements e.g. electrical services, waste disposal, staging	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Authorization to conduct event/activity			
Details:			
Level of Risk (High/Low)			
High	<input type="checkbox"/>	Events that involve alcohol, transportation, physical activity, out of country travel or a new event.	
Low	<input type="checkbox"/>	Events without alcohol service, all-age events held indoors.	
University Sponsor (Faculty or Staff):			
Name:			
Title:			
Department:			
Phone:		Email:	
Signature:		Date:	
External Sponsor: (if applicable)			
Details:			
Signature:		Date:	

Please Note: Once the event has been approved the plans cannot be materially altered without resubmission for approval.

If the event is determined to be "high risk" then the form must be submitted for approval to:

Legal Services, Room 312, Assumption Hall, ATTN: Julie laforet - Insurance, Risk & FIPPA Officer (jlaforet@uwindsor.ca).

The Primary Event Organizer will be notified if the event will be approved.

Approved by

Julie Laforet
 Insurance, Risk Management & FIPPA Officer

 Date

Event Waiver Form required? Yes **No**

If the event is **not** approved, reasons will be provided below.

Liability Management:

- Attach Insurance Policy (if applicable)
- Attach Participant Waivers (if applicable)

Please email completed form to jlaforet@uwindsor.ca

Student Event / Activity Approval Primary Event Organizer Contract



University
of Windsor

I, _____ (full name) hereby agree to act as the
primary event organizer on _____ (date) for the following event.

Event name: _____

I am fully aware that:

1. I will be responsible for organizing the event.
2. I will ensure that the planning of the event complies with the University of Windsor's Student Event and Activities Risk Management Policy (SERMP).
3. I will ensure that the event is run within SERMP guidelines.
4. It is my responsibility to ensure all student assistants or volunteers involved with the event are aware of their responsibilities.
5. The primary event organizer will be held accountable to the University sponsor name and extension of sponsor
_____ (sponsor name).

I agree to uphold all the requirements of being the primary event organizer and agree not to consume any alcohol the day of the event until the event ends and all the participants have safely dispersed.

Signature: _____

Date: _____

Witnessed by: _____

Date: _____

Please submit this form to safety@uwindsor.ca

COVID-19 Event Planning Checklist



Organizer(s) Responsibilities	
	Receive approval to plan event by Dean, Director, Department Head
	Receive approval from Health & Safety to host event, ensuring all guidelines are met.
	Complete Legal Services "Student Event/Activity Approval Form.
	Complete "Event Planning Guideline Form"
	Number of attendees do not exceed the provinces or the University's guideline for indoor/outdoor gatherings.
	Attendance will be limited to campus community members and approved invited guests.
	Event sign-in sheet is used to collect attendee contact information.
	Event sign-in sheets must be held on file for 30 days.
	Attendees are required to wear a face mask.
	Hand sanitizer is placed at entrance/exit of event.
	Attendees are required to sanitize their hands.
	Develop a floor plan to ensure attendees can maintain 2 meters distance.
	Arrange for the building/rooms to be unlocked prior to the event and locked at the end of the event.
	Arrange to have all high contact surfaces disinfected by Facility Services before the organizers arrive on site.
	Coordinate with Catering Services if waste bins are required and for garbage to be removed from area at the end of the event.
	Ensure Campus Community Police is aware of the event, location, start/end time, number of attendees and event organizer contact information.

Attendee Responsibilities	
	Identify if they have been outside of the province/country in the past 14 days.
	Complete a COVID-19 Self-Assessment Questionnaire before attending the event.
	Complete "Event Sign in Sheet" at the event.
	It is mandatory to always wear a face mask.
	Sanitize hands before entering and re-entering the event.
	Notify the event organizer if they have been tested for COVID-19 and are waiting for test results within 14 days of attending the event.

Approval Process to Provide Food at an Event

Required Protocols

	Food options will be limited to individually packages items.
	Food to be ordered from UWindsor Catering Services.
	Attendees are required to sanitize their hands before handling any food items.
	Individually wrapped disposable cutlery packs are required.
	Organizer is responsible to assign one or more people to monitor how food is served and to ensure attendees are following social distancing guidelines. Food monitors are required to wear a face mask and latex gloves.

Restricted Activities

	Attendees are restricted from bringing food from home.
	Attendees are restricted from ordering food from local businesses.
	Attendees are restricted from taking home any left-over food.

Organizer(s) Responsibilities - Curbside Pickup Events

	Receive approval to plan event by Dean, Director, Department Head
	Receive approval from Health & Safety to host event, ensuring all guidelines are met.
	Complete Legal Services "Student Event/Activity Approval" Form
	Complete "Event Planning Guideline Form" and submit to Health & Safety for approval, 30 days prior to the event date.
	Ensure all attendees are following "Guidelines for Curbside Pickup – Approved Activities" developed by Health & Safety.
	Contact Parking Services (parking@uwindsor.ca / Ext. 2413) to book the space where curbside event will be held.

Curbside pick-up events are for the purpose of distributing information, supplies or other related products that support teaching and learning.

Events, Activities & Curbside Pick-Up Application Form



Please submit this form to safety@uwindsor.ca. For questions or additional information regarding this guideline, please contact Health and Safety at by email or by phone at ext. 4521.

Purpose of Event			
Description:			
Contact Information of Event Organizer			
Name:			
Email:			
Extension Number:		Cell Phone:	
Onsite Contact Information of Event Leader			
Name:			
Cell Phone:			
Event Information			
Date of Event:			
Time of Event:		Duration of Event:	
Location:			
<input type="checkbox"/>	Outdoor	<input type="checkbox"/>	Indoor
		Room Capacity:	
Number of Event Staff:			
Approximate Number of Guests Attending			

The guidelines outlined on the following pages have been developed to ensure appropriate COVID-19 hygiene practices and health and safety considerations for the protection of all members of the UWindsor community.

Event Procedures

- Detail how appointment times will be booked (e.g. reservation system, etc.)
- Detail screening procedures for the event (Safe Lancer app / PDF questionnaire, including who will be verifying approved screening badges upon entry. Paper copies of screening form must be available at entry points.)
- Detail how materials will be picked up (e.g. staff place materials in trunk, handed to customer through car window, picked up in a bag off a table, etc.)
- Items to be picked up should be bagged or packaged, if possible, in advance of the pickup (minimum 24 hours)
- Walk-up patron procedures must be identified / detailed. Signs and floor markings indicating physical distancing requirements are to be posted and visible for walk-up traffic.
- Records of attendees must be kept (30 days) – detail how this is tracked.
- Please note: approved curbside pickup locations can be booked through Parking Services by contacting Laurie Butler-Grondin at ext. 2411 or email laurie@uwindsor.ca. Please complete the COVID-19 Curbside Event / Parking Services Planning Form.

Please provide detailed plan which addresses the listed Event Procedures (previous page)

Communication

- Event protocols should be communicated to both customers and staff members, in advance. Screening procedures to be noted (do not come to campus if...)
- Employees to bring forward any concerns or issues of non-compliance to Supervisor/Organizer.

Please describe proposed Communication

Physical Distancing

- When coordinating an event, consideration must be given to the flow of the clients/customers. Entrances and exits must be clearly marked. If customers/clients will be getting out of their cars (for a curbside pickup), signs and floor markings indicating physical distancing requirements are to be posted and visible.
- Staff members must maintain a minimum of 2m physical distancing from others and ensure clients/customers are following physical distancing protocol.
- For curbside pickup, inform customers/clients to stay in their vehicles until it is their turn. Consider scheduled or staggered pick up times to limit the number of people at curbside event at one time.
- Encourage online or telephone payments in advance of the event if possible. Avoid the requirement of a signature where possible. If payment is required, card transactions are preferred.

Please describe plans to ensure Physical Distancing

Community Protective Equipment and Personal Protective Equipment

- Masks are required per the [University's policy](#).
- Individuals must wear a mask or face covering (Community Protective Equipment) when entering or exiting campus buildings, and in common spaces where physical distancing may be difficult, such as entrances and exits, staircases, hallways, lounges, washrooms and elevators.
- Masks are required to be worn when approaching a customer/client.
- Other PPE to be considered (e.g. gloves, face shields)
- Accommodations regarding masks must be communicated to the event organizer in advance, for consideration of alternate delivery methods.
- A supply of disposable masks must be made available at the event. Supplies available through Chemical Control Centre: ccc@uwindsor.ca

Please describe plans to ensure use of Community Protective Equipment and Personal Protective Equipment

Hygiene Practices

- Provide individuals with access to a handwashing sink with soap and water, or provide an alcohol-based hand sanitizer.
- Hand sanitizer must be made available at event entry and exit points. Supplies are available through Chemical Control Centre: ccc@uwindsor.ca
- Individuals are expected to follow the health and safety recommendations and directives provided by local and provincial health authorities, including:
 - Proper hand hygiene: Wash hands frequently and thoroughly with soap and water →20 seconds, or use an alcohol-based hand sanitizer.
 - Proper respiratory etiquette: Cover coughs and sneezes with elbow or sleeve. Discard of tissues immediately and wash hands afterwards. Avoid touching face, eyes, nose, mouth.
 - Clean and disinfect high-touch surfaces frequently.

Please describe plans for Hygiene Practices

Cleaning / Disinfecting Procedures

- Ensure any high-contact touch points are cleaned and disinfected frequently.
- Frequently clean and disinfect any shared equipment, materials, or furniture (e.g. tables and chairs). Follow directions per the manufacturer's instructions regarding use of the product and any required Personal Protective Equipment (PPE).

Please describe plans for Cleaning / Disinfecting Procedures

COVID-19 Curbside Event / Parking Services Planning Form



Please submit this form with the completed Events, Activities & Curbside Pick-Up Application Form to safety@uwindsor.ca

Curbside Pickup Event:	
Event Organizer(s):	
Proposed date(s) and times:	
[to be approved by parking services upon curbside pickup plan approval]	
Proposed curbside location:	
[parking services to advise]	
Purpose of event: (Brief description of the event / items to be distributed)	
Duration of event, or if multiple times, duration of each timeslot:	
Approximate number of individuals attending:	
[recommend students are given/register for pick-up times]	
Number of staff working event:	
Contact person and information for day of event:	
[if there are multiple days, please list contact for each day, if the individual differs]	
Date submitted:	

Once your Curbside Pickup Guidelines are approved by Health and Safety, this form will be forwarded to parking services for booking of curbside location.

For any questions on curbside pickup guidelines, please contact safety@uwindsor.ca