

Event Guidelines

COVID-19 Protocols



Please follow these guidelines for your event and retain a copy for 30 days. You may be required to make this form available upon request from the Office of Health & Safety. This event must be approved by your Dean/Director/Department Head before proceeding with the event.

Details			
Activity Name:			
Organizer Name:		Email:	
Extension/Contact #:		Cell Phone:	
Date of the activity:		Start and end time of the activity:	
Location of activity (Building Room #):		Room Capacity:	
Number of Event Staff:		Expected Number of Attendees:	

Organizer(s) Responsibilities	Complete
Approvals	
Receive approval to hold the event/activity, from Dean, Director, Department Head.	
For student events and activities, please complete the Student Event/Activity Approval Form and Contract , and sent to jlaforet@uwindsor.ca .	
For curbside pickup events, please complete the Parking Services Application Form .	
If the activity is being held in a space not designed for occupancy (e.g. lobby, hallway, etc.), or is over 200 attendees, event organizers must submit the appropriate documents found at this link for review/approval by Windsor Fire & Rescue Services a minimum of 4 weeks prior to the event.	
Capacity Limits	
Number of attendees does not exceed the capacity for indoor gatherings based on fire code occupancy limits.	
Records Tracing	
Where possible, list of attendees/event sign-in sheet will be used to collect attendee contact information.	
Where applicable, records of attendees will be kept on file for 30 days for contact tracing purposes.	
Communication	
Event protocols will be communicated to all attendees in advance of the event (reservations, mask policy, encourage physical distancing, hand sanitizing, etc.)	
Staff who will be working the event/activity have been informed of the event protocols, and to bring forward any concerns or issues of non-compliance to the person responsible for the event.	
Health Screening	
Passive screening signs (COVID-19 symptoms and public health directives) are posted at event to advise attendees of entrance requirements.	

Personal Protective Equipment / Community Protective Equipment	
Staff/attendees are required to wear a face mask as per the University's COVID-19 Mandatory Mask Policy , as required.	
Accommodations regarding masks must be communicated to the organizer of the business activity in advance, for consideration of alternate delivery methods.	
A supply of disposable masks will be available at the activity (entrance). Supplies can be ordered through the Chemical Control Centre .	
Other PPE as required (e.g. gloves, eye protection, etc.)	
Hygiene Practices	
Provide attendees with access to a handwashing sink with soap and water and/or hand sanitizer is placed at entrance/exit of event.	
Attendees will be required to sanitize their hands upon entry. Supplies are available through Chemical Control Centre: ccc@uwindsor.ca	
If payment is required, contactless payment is recommended in advance of the event, if possible. Avoid the requirement of a signature. If payment is required at the event, cashless transactions are recommended (cards only).	
Physical Distancing	
2 metre distancing is encouraged.	
Cleaning and Disinfecting Procedures	
Coordinate cleaning of room/high contact surfaces with Facility Services, if applicable.	
Follow directions per the manufacturer's instructions regarding use of the product and any required Personal Protective Equipment (PPE).	
Events with Indoor Dining (if applicable)	
Event has been coordinated with UWindsor Catering Services (ext. 3273 / ext. 3277).	
Seating plan indicating 2 metre distancing is encouraged.	
Food service recommendations: <ul style="list-style-type: none"> • table service (individually plated) • grab and go (individually portioned) from food stations • buffet style (must be served by Catering staff.) 	
Staff are required to sanitize their hands before handling any food items.	
Event organizer is responsible to assign one or more individuals to monitor how food is served and to ensure attendees are following masking guidelines.	
Security	
Make arrangements for unlocking/locking of rooms before and after the event (Facility Services).	
Notify Campus Community Police of the event (date/time, number of attendees).	
Evaluation and Monitoring	
Event organizer / event staff have been identified and will monitor the event for compliance to COVID-19 protocols (mask wearing, encouraging physical distancing, etc.).	

For questions or additional information regarding these guidelines, please contact Health & Safety at safety@uwindsor.ca or by phone at ext. 4521.