COVID-19 Protocol: Trent University Sanctioned Events

To keep our communities safe, Trent is placing restrictions on sanctioned events hosted by the University and visitors attending our campuses. The University values the contributions visitors bring to our academic community and in-person events and conferences may be offered, following all current COVID-19 safety protocols and requirements.

NOTE: For information about general visitors to campus, not related to events, please review Trent University's COVID-19 Visitors Protocol. Vendors who wish to use university space must have clearance from the booking authority and abide by the visitor protocol.

Definitions:

**Campus Events**: Events that happen, in part or in whole, within a space owned or operated by Trent University. This includes campus tours, employee-led events, student-led events, college-led events, conferences, luncheons, meetings, and other events.

**Visitor**: Anyone visiting a space owned or operated by Trent University who is not a member of the University (current employee or student) or a staff member of an approved affiliate or vendor.

**Members of the public**: Anyone who is not a current Trent University student, employee or faculty member, or a staff member of an approved affiliate or vendor.

**Member of Trent University**: Anyone who is a current student, employee, or faculty member.

**Meetings**: Please follow all current protocols. Student meetings and staff meetings with food are considered events.

Procedures for Events Open ONLY to Members of Trent University:

**General Requirements**: All campus events initiated by students or employees must adhere to applicable law, including Public Health Ontario COVID-19 safety measures and advice at the time of the event. Campus events must also adhere to the protocols put in place by the University and must be approved by a relevant Dean, Associate Vice President, Provost, Principal, Director, or the Office of Student Affairs for student-led events and activity.

**Capacity Limits and Physical Distancing**: Events can be held on campus with full capacity and without physical distancing. Standard room capacity limits must be followed.

**Mandatory use of Face Coverings**: In accordance with Trent University’s mask and face covering policy, all persons who enter or remain in the indoor spaces of Trent University, or in outdoor spaces where physical distancing cannot be maintained, are required to wear a face covering that covers the nose, mouth, and chin. Face coverings may be removed temporarily to eat or drink.
Additional Procedures for Events Open to Members of the Public:

**Vaccination:** Proof of full vaccination is not required for internal events with Trent students, staff and faculty. Public events (those open to members of broader community) still require proof of vaccination. Any external attendees who cannot verify proof of full vaccination will not be permitted to attend the event.

Personal health information, including attestations and other proof of vaccination collected by Trent, will be stored in accordance with Trent’s [Policy on the Protection of Personal Information](#) and the Personal Health Information Protection Act. All data and files are uploaded and stored on Trent secured servers. Aggregate and non-identifying data will be reported to the Ministry as required.

**Contact Information Record Keeping:** Trent recommends you have a way of contacting your event participants. Organizers are advised to record the name and contact information of every individual who attends. The records should be disposed of in accordance with FIPPA approximately one month after the event.

**Consequences for Non-Compliance**

Any member of the Trent community found to be organizing an event that is not in compliance with the requirements set out in this protocol will be subject to procedures and policies existing at the University ([Progressive Discipline], [Student Charter], etc.).