



## COVID-19 Protocol: Trent University Sanctioned Events

To keep our communities safe, Trent is placing restrictions on sanctioned on-campus events, as well as off-campus events hosted by the University and visitors attending our campuses. The University values the contributions visitors bring to our academic community and anticipates in-person events and conferences will be offered on a limited basis for the time being, in accordance with Ontario's [Plan to Safely Reopen and Manage COVID-19 for the Long-Term](#).

Special events, as well as non-essential visitors to campus, should only be planned if such events or visitors benefit the University and its members through teaching, research, and scholarship; or enrich the student experience through co-curricular learning or organized athletics. Events with visitors will only be permitted if they are specific to advancing the mission of the University.

NOTE: For information about general visitors to campus, not related to events, please review [Trent University's COVID-19 Visitors 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, 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.

### Procedures for Trent University Events:

#### 1. General Requirements:

All campus events initiated by students or employees must adhere to applicable law, including [O. Reg. 364/20](#) and [Public Health Ontario COVID-19](#) safety measures and advice. Campus events must also adhere to all 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.

#### 2. Mandatory COVID-19 Daily Screening:

In accordance with Ontario Government regulations (O.Reg. 364/20), all staff, faculty, students, contractors, volunteers, as well as visitors invited by members of the Trent community entering one of Trent’s campuses must complete and pass an active COVID-19 screening each day BEFORE coming to campus to attend an event. Trent’s online screening tool for visitors and contractors can be found at [www.trentu.ca/screen](http://www.trentu.ca/screen). Visitors may also use the provincial screening tool for customers . The provincial tool can be found at <https://covid-19.ontario.ca/screening/customer/>.

3. Vaccination:

All individuals participating in events on campus must be fully vaccinated or have an approved medical exemption, in accordance with provincial requirements.

[Proof of full vaccination](#) or medical accommodation must be verified by all event attendees before entering the indoor portion of any event space. Event organizers can verify proof of vaccination by visually checking records of vaccine certificates along with photo identification, or by using the Verify Ontario app along with photo identification. Anyone who cannot verify proof of full vaccination or approved medical accommodation 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.

4. Safety Plans:

Employees responsible for the organization of campus events must prepare [COVID-19 safety plans](#). These plans can be prepared using the [Trent University COVID-19 Safety Plan](#), available through the [Employee Portal on the Trent Forward website](#), as a foundation – adding the event-specific details to the Snapshot section at the end of the document. Safety plans do not need to be submitted for approval; however, they must be made available to anyone who asks, and made available in a place where they can be easily seen at the event.

Students responsible for the organization of club and team events, run without the support of University staff, must also submit a Student Event Risk Assessment Form found on the current student website for the [Peterborough campus](#) and for the [Durham campus](#). Events and activities must have an ‘event approval email’ from [studentevents@trentu.ca](mailto:studentevents@trentu.ca) to proceed on the Peterborough campus, and an event permit with QR code from Student Affairs to proceed on the Durham campus. Event organizers must also abide by the guidelines of the details in the approval, made available to all members of the club or team, to continue.

5. Contact Information Record Keeping:

The organizer of the event must ensure to [record the name and contact information](#) of every individual who attends. The records must be maintained for a period of at least one month, and only disclosed to a medical officer of health or an inspector under the [Health Protection and Promotion Act](#) on request for purposes of contact tracing.

Contact information to be gathered at minimum includes first and last name, time in and time out, contact phone number OR alternate (email address or physical address), table number OR table location (if food is served to individuals while seated), name of server. This [template](#) provided by Peterborough Public Health may be used for this purpose.

6. **Mandatory use of Face Coverings:**

In accordance with Ontario Government regulations, including [O. Reg. 364/20](#) and [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 consume food or beverage.

7. **Capacity Limits and Physical Distancing:**

Physical distancing and capacity limits restrictions are in effect for non-instructional spaces on campus. Exceptions may be made for events that are for instructional purposes and directly associated with the academic syllabus of a course of study delivered at Trent University, such as an exam or guest lecture. Exceptions will also be made for organized events where a responsible person ensures that proof of vaccination or approved medical accommodation (along with identification) is verified for all participants (including Trent staff, students, and visitors) at the point of entrance to the event, [in accordance with provincial requirements](#).

If the event involves dancing, the capacity of the event must be limited so that all participants can always maintain at least 2m physical distance.

When booking a room using the Enterprise room booking tool, the current room capacities will be visible to the user as well as the pre-COVID room capacities.

8. **Food Services:**

If food and drink is to be made available at an indoor event on campus, the organizer responsible for the event must ensure that proof of vaccination or approved medical accommodation (together with identification) and ID is verified for all participants (including Trent staff, students, and visitors) at the point of entrance to the event, [in accordance with provincial requirements](#).

If the event is for Trent University employees only and held on campus, i.e. a team meeting, the space must be set up to allow for at least 2m physical distance between all employees while eating / drinking. [Contact tracing](#) must also be documented, and a record kept for 30 days. Proof of vaccination does not need to be checked for employee

meetings that are not open to members of the public and where all participants can maintain 2m physical distance.

If the event is being held off-campus or in the Ceilie (i.e. not in the workplace), employees / patrons will be required to adhere to all COVID-19 safety protocol in place at the event space, such as providing proof of vaccination, conducting active screening before entering, having their contact tracing information taken and stored for 30 days, always wearing a face mask, with limited exceptions such as when eating and drinking.

If the event is to be held outdoors, food and drink will be permitted. Employees must still wear masks when unable to maintain 2m physical distance, the event organizer must keep a record of attendees contact information, and participants should pass an active screening before attending the event.

9. **Live Entertainment / Music:**

If an event is to involve live entertainment or the playing of musical instruments and/or singing, performed in front of a live audience, the following safety protocols must be in place, as described above:

- i. Safety plans
- ii. Contact information record keeping
- iii. Capacity limits and physical distancing
- iv. Proof of vaccination
- v. The performers maintain a physical distance of at least 2m from any spectators or are separated from any spectators by plexiglass or some other impermeable barrier

**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.).