**EVENT PLANNING GUIDE DURING COVID-19 PANDEMIC**

Event organizers will continue to follow the provisions of the Activity Risk Management Policy and Procedure<https://trentu.sharepoint.com/sites/TrentPolicyLibrary/Trent%20Policy%20Library/Activity%20Risk%20Management%20Policy.pdf> for university organized events and the Student Event Risk Management Process<https://www.trentu.ca/currentstudents/work-lead/event-planning-risk-assessment> for student organized events.

**If an event can be conducted remotely, it should be conducted remotely.**

**Student event organizers must complete a Student Event Risk Management form**<https://www.trentu.ca/currentstudents/work-lead/event-planning-risk-assessment> **and obtain approval before booking rooms through the Enterprise Room Bookings Portal. Employees are to complete a risk assessment, including the following COVID-19 specific provisions, before booking rooms.**

In addition, organizers must adhere to all provincial, public health and Trent University directives relating to COVID-19, as articulated in Trent Forward updates. These provisions include, but are not limited to:

* Social gathering limits of 25 (outdoors) and 10 (indoors) with physical distancing in effect, except for those in a social bubble;
* Room capacities as noted in Room Bookings may not be exceeded;
* Organizers must obtain the full name and phone or email contact of each attendee in the event contact tracing is required. This information must be kept for 30 days unless required by Public Health. An example notice and collection form are attached; the information may also be obtained electronically, during registration.
* Adhering to Trent’s mandatory mask policy; <https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Masks%20and%20Face%20Coverings%20Policy.pdf>
* All participants must have completed the appropriate COVID education module.

**Informed Consent and Waivers**

 During the COVID-19 pandemic, all event participants must provide informed consent either during pre-registration or at the door, which at minimum includes the following:

* That while safety planning for the event has been done, there is still a risk of COVID-19 transmission;
* That the participant agrees to abide by safety plans and will comply with event organizers’ instructions regarding safety;
* Participants must provide their name, phone and email to event organizers which will be held confidentially by the activity organizer for 30 days in case contact tracing is required.
* If the activity’s risk profile is such that a waiver would be administered, a second COVID-19 waiver should also be administered.

There is a more detailed informed consent form available through risk management, if event organizers choose to use that. <https://www.trentu.ca/riskmanagement/managing-risk#Informed> It can be integrated into electronic registration forms, with check boxes instead of initials after each clause.

If the activity’s risk profile is such that a waiver would normally be administered, a second COVID-19 waiver should also be administered. Such a risk profile includes events involving alcohol, events with moderate to high physical activities or personal safety risk, or events involving travel. COVID-19 waiver templates are available on the Risk Management website. <https://www.trentu.ca/riskmanagement/managing-risk#Informed>

Both the COVID-19 Informed Consent Form and Waiver are to be provided to participants in advance of the event and participants are to be afforded the chance to ask questions. The forms may be administered electronically, with participants checking off rather than initialing each clause, and signing electronically. Waivers are to be forwarded to Risk Management (University activities) or Student Affairs (student activities) and retained for two years. Informed consents are to be retained by the organizer for 30 days.

**Organizers are requested to review the most recent information on the Trent Forward website when planning their activity to ensure that they are complying with the latest directives.** <https://www.trentu.ca/coronavirus/>