

# GUIDELINES FOR OUTDOOR SPECIAL EVENTS

**NOTE:** Public Health is responsible for providing guidance to limit transmission and exposure to COVID-19 for Stage 3 implementation.

*\*This guidance is accurate at the time of its release (November 19, 2020) and is subject to change or revision based on provincial guidance\**

Based on the recent [Provincial COVID-19 Response Framework: Keeping Ontario Safe and Open](#) effective on November 7, 2020 and updated November 13, 2020, currently Lambton County is in the **GREEN-PREVENT LEVEL**.

This document has been developed to support those who organize outdoor events in reducing the risk of transmission of COVID-19 among attendees (including participants, caterers, staff, volunteers, patrons and the general public). These events could include both private events (e.g., weddings, family reunions, retirements, anniversaries, volunteer appreciations, etc.) and public events (e.g., festivals, exhibitions, fundraisers, etc.) that are not covered by another guidance document. The guidance provided outlines public health and infection prevention and control measures specific to these activities.

**If you are organizing a public event, it is important that you talk with public health during your planning process to ensure your event is safe for our community.**

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## Green-Prevent Level General Public Health measures

- Eye protection where patrons without face coverings are within 2m of workers (specific information can be found in [Ontario Regulations 364/20](#) : Section 2 of Schedule 1)
- Gathering limit for certain organized [unmonitored] public events and social gatherings (e.g. barbecues):
  - 10 people indoors
  - 25 people outdoors
- Gathering limit for organized [monitored] public events and gatherings:
  - 50 people indoors
  - 100 people outdoors
- Gathering limit for religious services, weddings and funerals:
  - 30% capacity indoors
  - 100 people outdoors
- Requirement for workplace screening
- Requirement for face coverings at indoor workplaces
- Requirement for face coverings in indoor public spaces, with limited exemptions



- Worker protections such as eye protection where patrons without face coverings are within two metres of workers
- Development and implementation of a communication/public education plan (highlighting risk)
- Requirement to maintain physical distancing

### **Green-Prevent Level Measures for Meeting and Event Spaces:**

- Limits:
    - 50 people indoors
    - 100 people outdoors
    - \*exception for court/government services, weddings, funerals
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For measures that continue to be in effect from Stage 3, refer to the following text from the [Ontario Regulation 364/20](#):

### **Outdoor Event Capacity Limits:**

#### **For staffed and monitored public outdoor events:**

- A maximum of 100 people may attend if physical distancing of at least 2 metres can be maintained between every person in attendance

#### **For unmonitored private gatherings:**

- **Outdoor events or gatherings: 25 people**
  - Indoor and outdoor events and gatherings **cannot** be merged together so as to increase the applicable limit on the number of people at the event or gathering. This applies to social gatherings in private residences (including houses, apartment buildings, condominium buildings and post-secondary student residences), backyards, parks and other recreational areas. This includes:
    - functions
    - parties
    - dinners
    - gatherings
    - barbecues
    - wedding receptions
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**The new limits do not apply to events or gatherings in staffed businesses and facilities because they must already follow specific public health and safety guidelines to minimize risk and limit the spread of COVID-19.**

They include:

- bars
- restaurants
- cinemas
- convention centres or banquet halls
- gyms
- recreational sporting or performing art events
- religious services, rites or ceremonies

All persons attending an organized public event or social gathering shall comply with public health guidance on physical distancing.

- The outdoor capacity limits set out in this Order apply to a business, place, event or gathering. People are only permitted to access an indoor area:
  - to use a washroom;
  - to access an outdoor area that can only be accessed through an indoor route; or
  - as may be necessary for the purposes of health and safety.

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## **COVID-19 Risk Mitigation General Guidance:**

- Conduct a Risk Assessment for your planned event using this [Risk Mitigation Tool](#).
- Assess the **risks** of the event that you are planning based on people attending (higher-risk: over 70, immunocompromised), set up and nature of interactions.
- **Workplaces/ organizations are responsible for the safety of all volunteers/staff and attendees. Volunteers and staff need to practice safety measures around everyone at all times.**
  - Encourage and support attendees, staff or volunteers with staying up to date with developments related to COVID-19. Notify every one of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures.
  - Ensure all staff and volunteers are trained on COVID-19 and preventive measures to take to reduce the risk. Training resources and supports can be found [here](#).
- Where possible, [COVID-19 signage](#) should be posted in highly visible locations.
- Anyone with [symptoms of COVID-19](#); with a history of international travel in the last 14 days; or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.
- Organizers should develop a plan to provide isolation for an attendee if needed.
- All international travelers must quarantine for 14 days upon entering Canada. International travelers must plan ahead to ensure they can [complete their quarantine](#) prior to attending a gathering.
- Consider virtual attendance for individuals who are at increased risk for more serious illness after contracting COVID-19, such as the elderly or people who have pre-existing health conditions or are immunocompromised.
- Infants and children should remain with their parents or guardians at all times.
- Keep a record of all individuals (including full name, either phone number or email address, dates/time of entry, and event/meeting room identification) who enter the meeting/event facility:
  - Records should also be kept of workers assigned to specific events/meetings and rooms.
  - Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose. Information about attendees will only be requested by Lambton Public Health if a potential exposure occurs onsite. Records should be kept for 30 days and destroyed after that.
  - An organization must make reasonable security arrangements to protect the personal information.
  - For questions about operator obligations under the *Freedom of Information and Protection of Privacy Act*, please contact the Information and Privacy Commissioner of Ontario at: <https://www.ipc.on.ca/about-us/contact-us/>
- Guests attending a multi-day event/meeting should remain with the same group/cohort for the duration of the entire event/meeting.
- If giving/receiving of gifts is included in this event, the following should be considered:
  - Gifts to be placed in a designated area.
  - Gifts that cannot be cleaned and disinfected should be left untouched for [72 hours](#). When handling gifts, follow hand hygiene practices.

- Gift bags and/or wedding favours should not be placed on tables where guests are seated as it may lead to unnecessary handling.
- Keep gift bags/wedding favours near the exit and encourage the guests to take them when they leave.

## Screening:

1. All individuals (workers, guests, event planners, security, suppliers, contractors, etc.) entering the facility should be actively screened. Temperature checks are not required.
  - For workers: in addition to active screening using the [Screening Tool for Workplaces \(Businesses and Organizations\)](#) (PDF), they should be encouraged to self-monitor by checking for symptoms compatible with COVID-19 before each shift.
  - For guests: consider using online screening methods to be completed the day of their event, such as with an app, SMS, or email through which they attest or confirm (where feasible). Facilities may consider using or adapting Ontario's COVID-19 [self-assessment tool](#).
2. Workers who conduct screening on-site should ideally be behind a physical barrier (e.g., plexiglass) to protect from droplet and contact spread or stand at least 2 metres (6 feet) away from an individual. Where screening at the entrance cannot occur behind a barrier or must involve contact with a guest, at a minimum a surgical/procedure (medical) mask and eye protection are required. Alcohol-based hand sanitizer, tissue, and a lined no-touch waste basket or bin should also be available at each entrance.
3. All those who do not pass the screening should not be permitted to enter the event.
4. Anyone with [symptoms](#) of COVID-19 at screening or who does not pass the screening should be told to [self-isolate](#) immediately and encouraged to get tested. Information about local assessment centres can be found [here](#). If they have questions related to COVID-19, they should contact their primary care provider or Telehealth Ontario ([1-866-797-0000](#)) or visit Ontario's [COVID-19 website](#).
5. [Signage](#) should be posted on the entry doors and throughout the facility to prompt individuals to self-identify if they feel unwell or exhibit symptoms of COVID-19.
6. Consider keeping a record of all individuals (including full name, either phone number or email address, dates/time of entry) who enter the event.
  - Records should also be kept of workers assigned to specific events and areas.
  - These records must comply with any applicable retention and privacy requirements and could support case and contact tracing by the local public health unit the event of an outbreak.

## Physical Distancing

- Ensure physical distancing of at least 2 metres (6 feet) between individuals by:
  - Designating workers to oversee the physical distancing and line-ups of guests prior to entering the event, common areas such washroom facilities and food booths.
    - Set up the space to support physical distancing.
    - Encourage guests to arrive no more than 15 minutes before the event starts while making provisions (e.g., limited common seating) for individuals with mobility issues that are 2 metres (6 feet) apart and cleaned after each use. If guests are waiting in line, 2 metres (6 feet) distances should be marked and maintained. Operators must ensure physical distancing and the use of masks/face coverings for guests lining up outside the venue.
  - Using visual cues (e.g., signs, posters, floor markings, stanchions) to guide guests throughout the event.
  - Developing procedures that allow for uncongested entry and exit (e.g., dedicated one-way

- entry and exit pathways for each area, where feasible).
- Arranging washrooms to facilitate physical distancing while in use, including blocking off alternate sinks, stalls, urinals, and other amenities. Specific washrooms should be designated for specific events where there is an ability to do so (i.e., avoid having people from different events be in the same washroom at the same time).
  - The use of disposable paper towels is preferred over the use of hand dryers.
- Staggering workers' schedules and breaks and providing enough space for staff to remain physically distanced on breaks and while on the job, to the fullest extent possible.
- Limiting, where possible, the number of workers assigned to more than one event simultaneously.
- Each event must be in accordance with applicable regulatory limits, and in any event limited to the number that can be safely accommodated in the space while maintaining 2 metres (6 feet) physical distancing space between guests and staff.
  - Stagger seating time to ensure proper physical distancing between individuals.
  - Guests should remain seated as much as possible in the designated space. Mingling is discouraged.

## **Cleaning & Disinfecting:**

- Develop and implement procedures for increasing the frequency of [cleaning and disinfecting](#) of high traffic areas, common areas, public washrooms and showering facilities. These areas must be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition for a minimum of twice during the event.
- Frequently clean and disinfect high-touch/shared surfaces such as:
  - Doorknobs, light switches, toilet handles, faucets and taps, railings.
  - Phones, computers, remote controls, keyboards, desktops, conference room equipment, pin pads, cash registers, surface counters, customer service counters, menus.
- Ensure disposable towels and spray cleaners or disposable wipes, are available to workers, volunteers and (as necessary) attendees to regularly clean commonly used surfaces.
- Items that can be laundered should be machine washed with soap or detergent, using the warmest appropriate water setting and dry items completely. Both steps help to kill the virus.
- Discourage the use of linens so as to minimize exposure to contamination.

## **Hand Hygiene & Respiratory Etiquette**

- Organizers should promote and facilitate frequent and proper hand hygiene for all attendees.
- Organizers should consider the following:
  - Ensure there are stations available to maintain hand hygiene.
  - Instructing attendees, staff and volunteers to [wash their hands](#) often with soap and water for at least 20 seconds or use an alcohol-based [hand sanitizer](#) (greater than 60% alcohol content).
  - Provision of hand sanitizers at all entry points and throughout the site, especially high touch point locations, is strongly encouraged.
  - Hand washing with soap and water is preferred if hands are visibly dirty.
  - The Lambton Public Health [Protect Yourself webpage](#) has more information, posters and videos about hand hygiene.
  - Reminding workers and guests about respiratory etiquette and to refrain, to the

extent possible, from touching their eyes, nose, mouth, and other parts of their face.

- Organizers should make every effort to encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a lined garbage bin) is followed.
- The use of highly visible posters that remind attendees to practice respiratory etiquette and [hand hygiene](#) is strongly encouraged (e.g., entrances, washrooms and staff rooms). Posters are available [here](#).
- Keep washrooms clean and well-stocked with soap and paper towels.
- If portable restrooms are used, they should include hand sanitizer containing at least 60% alcohol or foot-activated hand washing stations with soap and paper towels.

## Events Including Entertainment & Performances:

[Ontario Regulations 364/20](#) - Stage 3

- No person shall dance, sing or perform music at the establishment except in accordance with subsection (2) or (3).
  - (2) A person or group under contract with the establishment may dance, sing or perform music in compliance with the requirements set out in section 11.
  - (3) Members of the public may sing or perform music at the establishment if, they are not singing or performing music in a private karaoke room;
    - (a) they are separated from every other person, including from other performers, by plexiglass or some other impermeable barrier while singing or while performing on a brass or wind instrument;
    - (b) they maintain a physical distance of at least two metres from every other person while singing or performing music; and
    - (c) any equipment used by members of the public while singing or performing music is cleaned and disinfected between each use.

## Events Including Food:

***All event organizers are required by law under the Health Protection and Promotion Act, R.S.O. 1990, CHAPTER H.7 to notify Lambton Public Health of special events open to the public where food is being served. Application forms are required at least 2 weeks prior to the date of your event but we encourage organizers to get in touch with us early in your planning process.***

[Ontario Regulations 364/20](#)- Stage 3

### Restaurants, bars etc.

Restaurants, bars, food trucks, concession stands and other food or drink establishments may open if they comply with the following conditions:

1. No buffet-style service may be provided.
2. Patrons must be seated at all times in any area of the establishment in which food or drink is permitted except,
  - i. while entering the area and while moving to their table,
  - ii. while placing or picking up an order,
  - iii. while paying for an order,
  - iv. while exiting the area,
  - v. while going to or returning from a washroom,

- vi. while lining up to do anything described in subparagraphs i to v, or
  - vii. where necessary for the purposes of health and safety.
3. The establishment must be configured so that patrons seated at different tables are separated by,
  - i. a distance of at least two metres, or
  - ii. plexiglass or some other impermeable barrier.
4. No person shall dance, sing or perform music at the establishment except in accordance with subsection (2) or (3).

**Note:**

If homemade food is to be brought from outside (other than professional catering) it is highly advised that attendees bring their own food/beverages/cutlery and plates and serving utensils. Food and beverages should not be shared between households, therefore, potlucks are discouraged.

For further guidance, visit the Food [Premise and Meal Provider](#) section.

**Events Including the Sale and Service of Liquor:**

[Ontario Regulations 364/20](#) - Stage 3

**Events Including the Sale and Service of liquor:**

**Green-Prevent level measures for Restaurants, Bars and Food or Drink Establishments:**

- Return to previous alcohol sales and service hours as per the Liquor License and Control Act.

**Events Including Performing Arts:**

[Ontario Regulations 364/20](#) - Stage 3

11. (1) A business or place where concerts, artistic events, theatrical performances or other performances are rehearsed or performed may open if they comply with the following conditions:

1. The total number of spectators permitted to be in the venue in which the performance or rehearsal takes place at any one time must be no more than,

- i. 50 spectators, if the concert, event or performance is indoors, or
- ii. 100 spectators, if the concert, event or performance is outdoors.

2. Singers and players of brass or wind instruments must be separated from any spectators by plexiglass or some other impermeable barrier.

3. Every performer and other person who provides work for the business or place must maintain a physical distance of at least two metres from every other person, except,

- i. if it is necessary for the performers or other persons to be closer to each other for the purposes of the performance or rehearsal,
- ii. where necessary for the purposes of facilitating the purchase of admission, food or beverages, or
- iii. where necessary for the purposes of health and safety.

(2) Subsection (1) does not apply to drive-in or drive-through concerts, artistic events, theatrical performances and other performances.

**Events Including Drive-in or drive-through cinemas, performances, etc.**

[Ontario Regulations 364/20](#) - Stage 3

11. Drive-in cinemas and businesses or places that provide drive-in or drive-through concerts, artistic events, theatrical performances or other performances may open if they comply with the following conditions:
  1. Each person in attendance at the drive-in cinema or the business or place, other than persons who perform work for the drive-in cinema or the business or place, must remain within a motor vehicle designed to be closed to the elements except where necessary,
    - i. to purchase admission, food or beverages,
    - ii. to access a washroom, or
    - iii. for the purposes of health and safety.
  2. The driver of a motor vehicle at the drive-in cinema or the business or place must ensure that it is positioned at least two metres away from other motor vehicles.
  3. Every performer or other person who performs work at the drive-in cinema or the business or place must remain at least two metres apart from motor vehicles and from every other person, except,
    - i. if it is necessary for the performers to be closer to each other for the purposes of the performance,
    - ii. where necessary for the purposes of facilitating the purchase of admission, food or beverages, or
    - ii. where necessary for the purposes of health and safety.
  4. Food and beverages may only be sold to persons in attendance at the drive-in cinema or the business or place if,
    - i. the food or beverage is sold at a concession stand that requires patrons to stand at least two metres apart while waiting to be served and that requires patrons to immediately return to their motor vehicle after being served, or
    - ii. the food or beverage is delivered directly to the patron's motor vehicle.
  5. No materials may be exchanged between persons in attendance at the drive-in cinema or the business or place, except,
    - i. materials exchanged between members of the same motor vehicle,
    - ii. materials exchanged between persons who perform work for the drive-in cinema or the business or place, and
    - iii. such materials as are necessary to facilitate the purchase of admission, food or beverages.
  - Stage 3 gathering limits do not apply to drive-in and drive-thru events/venues.

Please follow the link for further information and guidance for [outdoor movie theatres](#).

**References:**

- [Provincial Guidance for Meeting and Event Facilities](#)

**Additional Resources:**

- For current updates on COVID-19: <https://lambtonpublichealth.ca/2019-novel-coronavirus/>
- For workplace/municipal supports: <https://lambtonpublichealth.ca/2019-novel-coronavirus/workplaces/>