

Meetings and Events Guidelines During Covid-19

The ability for staff, faculty, and students to have in-person Meetings and Events varies with the COVID-19 Impact in the province and current [targeted measures](#) in the cities and locations where University business occurs.

- When indicator for ULeithbridge Events Severity Scale during Covid-19 is marked as **EXTREME** no in-person Meetings or Events are permitted.
- When indicator for ULeithbridge Events Severity Scale during Covid-19 is marked as **HIGH** essential Meetings and Events are permitted with restrictions and only on a limited, internal basis. Such Meetings and Events should not be recurring.
- When indicator for ULeithbridge Events Severity Scale during Covid-19 is marked as **MODERATE** allowance for slightly fewer restrictions and may in some instances include recurring Meetings or Events.
- When indicator for ULeithbridge Events Severity Scale during Covid-19 is marked as **LOW** Meetings and Events can proceed in person without Covid-19 restrictions.

This document serves to interpret the Severity Scale (**Appendix A**) in the context of Meetings and Events and describes the process for receiving permission for such Meetings and Events. The expectation remains that the campus remains in a restricted status and all Meetings should be held remotely, via videoconferencing, where possible.

NOTE: Before submitting an application to host an in person Event, assess the COVID-19 risks for your Meeting, Event, or Program using the [Canada Public Health tool](#).

When Approvals are Required

All Meetings and Events must be pre-approved if they occur when the Uleithbridge Severity Scale rating (**Appendix A**) is High or Moderate, and they are either:

1. Occur in a space not covered by the Meeting organizer's Return to Work Health and Safety Plan. This process applies regardless of where the Meeting occurs. That is, Uleithbridge Meetings and sanctioned activities held outdoors or off campus must still comply with the [ULeithbridge work on campus standards](#) and follow the [Event Support and Assessment Form](#) process as outlined on the website (**Appendix B**); or
2. Include individuals that fall under multiple unit-specific Return to Work Health and Safety Plan (the Meeting/Event brings together individuals from multiple campus units that do not fall under a single ULeithbridge COVID-19 Return to Work Health and Safety Plan or includes people external to the university).

When Approvals are not Required

Meetings among individuals that are in the same reporting unit (or in different units but under a single ULeithbridge COVID-19 Return to Work Health and Safety Plan), and a Health and Safety Plan is in place for the Meeting room space, must adhere to that existing Health and Safety Plan but do not need to go through the approval process outlined in this document.

The physical distancing requirements that are detailed in the [Uleithbridge relaunch website](#) (2m or 6 ft of space per individual in a room) will greatly limit the ability to hold in-person Meetings or Events.

Approvals Process

There are processes in place for Teaching and Research approvals. Requests for in-person Meetings or Events therefore should NOT include classes, informal tutorials, seminars, or study groups, or lab/research groups.

Approvals will normally flow through reporting relationships:

- Academic Meetings (department meetings, faculty searches) will flow through Chairs/Directors and Deans;
- Thesis defenses will flow through Graduate Studies;
- Student club Meetings or events will follow the current GSA or ULSU student-led event approval process managed by the same and if on campus may flow through the Event process model; and
- Other Meetings organized by internal participants will flow through departmental reports.

Definitions

Meetings are gatherings of a group of people with 10 or more people to discuss items of mutual concern; can include training programs associated with staff work. Meetings are normally composed primarily or exclusively of people internal to Ulethbridge including staff, faculty, and students. (Examples: meetings of staff to plan work; meetings of staff with donors or government representatives; staff retreats; training by IT).

Events are gatherings for celebratory, recognition, or networking reasons, normally including people both internal and external to the university. For the purposes of these guidelines, Events, are one-off gatherings in excess of 10 people, or having third-party (external) participants (excluding external contractors approved through Facilities) and that occur outside of regular classes and business meetings.

External Bookings can occur in some circumstances and require approval but are not included in this procedure. Instead, external bookings should be made through Conference Services or through Sport and Recreation Services (CSW & Stadium facility rentals only). External Bookings may be approved on a case-by-case basis.

Academic Meetings refer to those connected to the academic (teaching and research) mission of departments, schools, and faculties. Academic meetings do not include teaching or research activities for the purposes of this procedure.

Essential in-person meetings are defined as those that cannot occur effectively over video conferencing and are necessary for the academic or other mission of the group requesting the meeting. The university will uphold a high standard for what is deemed essential, to remain consistent with our commitment to the health and safety of our immediate and local community.

Internal Meetings only include employees or students of Ulethbridge, and all people who have status at the university mandated by legislation or other university policies, including research assistants, post-doctoral fellows, members of Senate and the Board of Governors, visiting and emeritus faculty, and visiting researchers.

The Meeting Health & Safety Plan/Hazard Assessment must include physical distancing plan (including room capacity, as there is a requirement for 2m/6ft per attendee), and a cleaning plan. All internal attendees must have completed the Campus Access Safety Training and read the Return to Work Health and Safety Plan and hazard assessment, and must confirm on the day of the meeting a daily health check (Ulethbridge Safe App or being on campus registry). Meetings should only occur in campus locations that have an approved Health & Safety Plan. **Holding Meetings off campus does not eliminate the need to meet Meeting Health & Safety Plan requirements or to complete this application.**

Meeting Size

Most rooms have low occupancy numbers when the 2m/6ft of space per participant is followed. Room capacities must be strictly followed.

The ability to host events remains fluid as the Covid-19 pandemic continues. AHS-Public Health allowable numbers for gathering should always be referred to and considered in-line with where the indicator for the ULethbridge Events Severity Scale during Covid-19 is situated. This may mean that participant numbers, and available room capacities are much lower than desired.

[Event Support and Assessment Form](#)

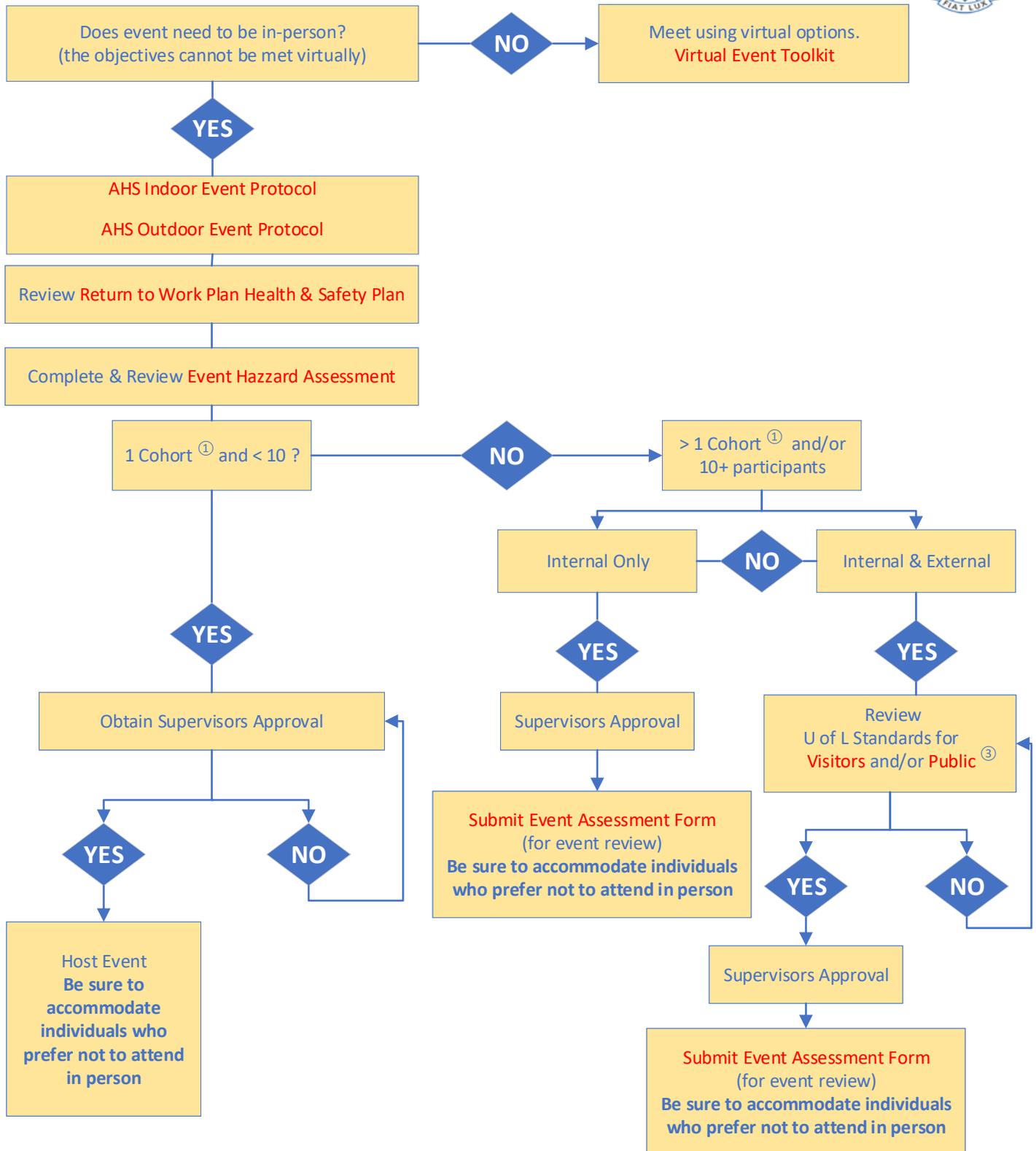
Approval: President's Executive – December 1, 2020

Appendix A - ULeithbridge Events Severity Scale During COVID-19



<p>LOW</p>	<ul style="list-style-type: none"> • No community transmission • Vaccine or treatment available • No limits on activities • No restrictions, normal activity
<p>MODERATE</p>	<ul style="list-style-type: none"> • Low levels of community transmission • No or few cases locally and/or on campus • Vaccine or treatment options not (fully) available • No limits on gatherings and class size with Return to Work Health & Safety Plan and Hazard Assessment in place • Most, if not all, on campus services with restrictions and Hazard Assessment in place
<p>HIGH</p>	<ul style="list-style-type: none"> • High but sustainable levels of community transmission • Multiple cases locally; few or no cases on campus • No vaccine or treatment • Limited number of employees providing essential and limited services with Return to Work Health & Safety Plan & Hazard Assessment in place • Remote working and learning where possible is recommended • Restricted access to campus – Authorization required
<p>EXTREME</p>	<ul style="list-style-type: none"> • High and/or growing levels of community transmission • Multiple cases locally and/or on campus • No vaccine or treatment • Significant limits on gatherings; remote working and learning where possible • Restricted access to campus – Essential/Critical services only

Appendix B - DECISION TREE FOR IN-PERSON EVENTS ^② DURING COVID-19



① Cohort: A COVID-19 cohort, also referred to as a bubble, circle, or safe squad, is a small group whose members – always the same people - do not always keep 2 metres apart / for the purpose of this document also include Campus Departments.

② Events, are one-off gatherings in excess of 10 people, or having third-party (external) participants (excluding external contractors approved through Facilities) that are outside of classes and regular business meetings.

③ External bookings are not part of this procedure.