

COVID-19 Public Health Guidance: Meeting or Event Spaces

Last Updated September 29, 2021

This document outlines guidance for meeting or event spaces, to reduce the risk of transmission of COVID-19. It does not replace guidance from the Province. This document is for information purposes only, and shall not be construed as legal advice.

Provincial Roadmap to Reopen at a glance

On July 16, Ontario moved into Step 3 of the [Roadmap to Reopen](#). Residents, organizations, and businesses must abide by the public health measures for Step 3. See [O. Reg. 364/20, Schedules 1, 2 and 3](#), for regulations for Step 3. The Chief Medical Officer of Health and other health experts will continue to monitor the data to determine when it is safe to exit the Roadmap.

Below are some of the activities that may apply to meeting and event spaces for Step 3. For specific questions about COVID-19 provincial regulations, please contact the **Stop the Spread Business Information Line** at 1-888-444-3659.

Step 3

- Indoor events where [proof of vaccination is required](#) are permitted at 50% capacity or 10,000 people, whichever is less; maximum 50% capacity for each room. This includes tradeshow, conferences and exhibitions
- Outdoor unseated events where [proof of vaccination is required](#) are permitted at 75% capacity or 15,000 people, whichever is less
- Indoor and outdoor events may include any social gathering or reception associated with religious services, rites or ceremonies held at a meeting or event space
- Proof of vaccination is required in outdoor settings where the normal maximum capacity is 20,000 people or more

Facilities that host events must also follow relevant requirements and legislation including the [Occupational Health and Safety Act](#) and the [Consolidated By-law 47-20](#).

Ontario's enhanced COVID-19 vaccine certificate

Starting September 22, 2021, the provincial government will require certain businesses and settings to obtain proof of vaccination from customers/patrons. For more information refer to the [Proof of Vaccination Guidance for Businesses and Organizations](#).

Instructions for workplaces from Halton Region's Medical Officer of Health

Halton Region's Medical Officer of Health (MOH) issued [amended Instructions to businesses and organizations](#) to help keep staff and customers/patrons safe. The instructions take effect at 12:01 a.m. on **Friday, September 10, 2021**. They combine key existing requirements from the Province and Halton Region Public Health, with some new requirements. **Compliance with these instructions is mandatory.**

Workplace vaccination

Workplace vaccination policy

To reduce COVID-19 transmission in the workplace, Halton Region's MOH recommends all local employers have a [workplace COVID-19 vaccination policy](#). For workplaces with more than 100 workers physically present, Halton Region Public Health requires mandatory [COVID-19 safety plans](#) and vaccination policies in place by September 22, 2021.

Encourage everyone to get a COVID-19 vaccine

Getting vaccinated is one of the ways to stop the spread of COVID-19. Here are some ways you can support vaccination at your workplace:

- Develop a [workplace COVID-19 vaccination policy](#)
- Ensure employees are aware that everyone in Canada is eligible to receive a vaccine for free. Proof of identity is required but a health card is not required for vaccination.
- Share [COVID-19 vaccine resources](#), with staff, available in multiple languages

Additional COVID-19 public health measures

The following COVID-19 Public Health Measures are recommended by Halton Region Public Health and should be considered in all steps of Ontario's [Roadmap to Reopen](#).

Maximize physical distancing

- Encourage people to maintain physical distance by using [signage](#)
- Limit the number of people inside the premises at one time to ensure physical distancing can be maintained.
- Encourage guests to remain seated and stay within their dedicated space unless using the washroom.
- For multi-day events, guests should remain with the same group.
- Encourage guests to download the [COVID Alert app](#).

Reduce physical contact

- Conduct registration, check-in and payment using online or contactless options.
- Avoid or limit the sharing of equipment (for example, audiovisual equipment).
 - Access to the facility should only be permitted to staff and registered guests attending the event. Public access to event spaces should not be permitted.
- Keep doors and windows open where possible and while maintaining the appropriate security, to minimize the touching of door handles and to increase ventilation.

Wear a mask and use personal protective equipment (PPE)

- [Consolidated By-law 47-20](#) requires individuals to wear a mask in indoor workplaces and public spaces, unless exempt.
- Workers are recommended to wear a mask when they cannot maintain physical distance of 2 metres (six feet) and cannot be separated by Plexiglass or a barrier.
- PPE (surgical/procedure mask and eye protection i.e. goggles or face shield) is required to be worn by workers when a distance of 2 metres (six feet) cannot be maintained from another person not wearing a mask indoors and cannot be separated by Plexiglass or a barrier.
- Masks can be removed when eating or drinking, but individuals must maintain physical distancing of two metres (six feet) between them.

- Masks are encouraged while engaging in physical activity if it can be done safely, but may be removed if necessary.
- Masks do not replace other important public health measures, such as screening, physical distancing, proper hand hygiene, coughing and sneezing into a tissue or sleeve, and staying home when feeling ill.

Keep hands and surfaces clean

- Post [signage](#) to encourage guests to [wash their hands](#) frequently.
- Provide adequate hand hygiene supplies, including alcohol-based (60-90% alcohol) hand rub at entrances and exits and throughout the facility.
- Ensure that each room is cleaned and disinfected between each event, including AV equipment, podiums, tables and chairs.
- See [COVID-19 Public Health Guidelines: Public Washrooms](#) for guidance about cleaning and disinfecting public washrooms.
- See [Cleaning practices to prevent the spread of COVID-19](#).

Ensure building ventilation is properly maintained

- Ensure heating, ventilation and air conditioning (HVAC) systems are maintained and operating as designed.
- Any changes to ventilation systems should be carried out in consultation with a professional.
- Maximize fresh air intake by opening windows, if possible.
- Limit the use of overhead ceiling fans especially ceiling fans on low ceilings. Avoid the use of pedestal or high-powered fans on/near the floor.

Keep staff and guests safe

- Use the provincial [screening tool for workplaces](#) to actively screen staff before each shift.
- Ensure appropriate personal protective equipment is available on-site for staff at all times and all staff are trained on [proper use](#).
- Ensure protocols are in place if staff or patrons experience symptoms of [COVID-19](#).

Additional resources

- Halton Region Public Health:
 - [Cleaning practices to prevent the spread of COVID-19](#)
 - [COVID-19 Public Health Guidelines: Restaurants, Bars and other Food and Drink Establishments](#) (if food, snacks and/or beverages are offered at your facility)
 - [Instructions for businesses and organizations issued by Halton Region's Medical Officer of Health](#)