

# **SFSS In-Person Event Guidelines & Checklist**

*In effect from August 23, 2021 onward, until further notice*

The SFSS Council supports Clubs, Student Unions, and Constituency Groups hosting in-person events in alignment with Public Health Orders for which the “SFSS In-Person Event Guidelines & Checklist” for events held at indoor or outdoor venues external to SFSS is mandatory to be completed and submitted to the SFSS.

The “**SFSS In-Person Event Guidelines & Checklist**” is **mandatory** for all Clubs/Student Unions/Constituency Groups to submit to the Student Centre [studentcentre@sfss.ca](mailto:studentcentre@sfss.ca).

The “**SFSS COVID-19 Contact Tracing List**” is **mandatory to be completed**. It is **strongly recommended** that it is submitted to the Student Centre [studentcentre@sfss.ca](mailto:studentcentre@sfss.ca). However, it is optional to keep this list to the Executive Member Contact Tracing Lead only.

## **Provincial Health Orders (PHO) Resource:**

BC’s province-wide restrictions establishes the following guidelines for indoor and outdoor events:

- [Indoor organized gatherings 50 people or 50% capacity](#), whichever is greater
- [Outdoor organized gatherings 5,000 people or 50% capacity](#), whichever is greater
- [Masks are required for public indoor settings](#)

Although the above PHO is in effect, the SFSS is only supporting in-Person events that are **limited to 25 People and under** (this includes Executives and Attendees of the event).

## **General Contact Information:**

**Which of the following is your group? Check one:**

- Club
- Student Union
- Constituency Group

**Name of Club/Student Union/Constituency Group:** \_\_\_\_\_

## **Club/Student Union/Constituency Group Contact Information:**

*This can be the President’s email address and/or general Club/Student Union/Constituency Group Email Address* \_\_\_\_\_

**Venue Type:**

**Are you hosting an indoor or outdoor event? Check one:**

- Indoor
- Outdoor

**Event Details:**

- Event Name:
- Brief Description of Event:
- Location:
- Date:
- Time:
- Expected Attendance:
- Are you serving food at this event? [ ] Yes [ ] No
  - If “yes” what food will you be serving: \_\_\_\_\_
  - If you are serving food at your event, food items must be individually pre-packaged, or single-serve. Food should not be shared between attendees in a buffet or potluck style.

Events at private residences are not allowed. Only events at venues external to the Student Union Building (e.g. public park, restaurant, SFU owned spaces, etc.) are permitted.

If you will be at an external (non-SFU) venue, please attach/link the venue’s COVID-19 Protocols for events and capacity if applicable, to your email submission to the Student Centre ([studentcentre@sfss.ca](mailto:studentcentre@sfss.ca)).

Any bookings at SFU Campuses will be subject to additional SFU booking policies, including but not limited to [GP 36](#).

**SFSS Safety Supply Pick-Up/Funding**

**For your event you will be required to have the following (the SFSS can provide these items for you):**

- 30 Masks
- Hand Sanitizer
- Contact Tracing List

**Please contact:** [msc.clubs1@sfss.ca](mailto:msc.clubs1@sfss.ca) or [msc.clubs2@sfss.ca](mailto:msc.clubs2@sfss.ca) or [msc.clubs3@sfss.ca](mailto:msc.clubs3@sfss.ca) or [msc.unions@sfss.ca](mailto:msc.unions@sfss.ca) to pick up your COVID Safety supplies. These are the days to arrange your pick-up on Tuesday-Thursday (9:00am - 3:00pm). Please arrange a pick-up time and location with our Staff.

**Please list contact information of who will be picking up the supplies:**

- Preferred First Name/Last Name:
- Student ID Number:
- Cell Phone Number:
- SFU Email Address:

Alternatively, you can include the cost of masks and hand sanitizer in your grant request and purchase these items on your own and get reimbursed, if you are unable to pick them up.

### **SFSS COVID-19 Contact Tracing:**

Contact tracing will be **required** for all in-person events. It is **strongly recommended** that you share the information via email to [studentcentre@sfss.ca](mailto:studentcentre@sfss.ca). However, if you choose not to share the information with the staff, it will be your responsibility as the Club/Student Union/Constituency Group Executive to ensure the safety of your attendees. For privacy reasons, this list will remain confidential and will only be used in specific cases to contact trace if there is a reported Covid-19 case.

Please feel free to use this [template](#).

### **Executive Member Contact Tracing Lead:**

*This individual will be responsible for managing the Contact Tracing List. This is **mandatory** to fill out regardless of whether or not you choose to send the Contact Tracing List to the Student Centre (strongly recommended).*

- Preferred First Name/Last Name:
- Student ID Number:
- Cell Phone Number:
- SFU Email Address:

### **Advertisement of Event:**

It is **mandatory** that your Club/Student Union/Constituency Group promote SFSS COVID-19 safety protocols on any advertisements for your events (i.e. social media, posters). This can include statements such as “social distancing is required”, “COVID-19 Safety Guidelines will be in effect”, “we will provide masks!”, “contact tracing list is provided” etc.”

### **Grants:**

Submitting your checklist to the student centre is **required for all events** including those that do not need grants.

If you do require a grant for your event, you must wait for both your checklist and grant to be approved before proceeding with your event.

### **SFSS Events within SFU Spaces**

If you are an SFSS-approved Club, Student Union, or Constituency Group and are hosting an event on or within SFU Spaces, you are still required to follow and adhere to SFSS In-Person Event Guidelines & Checklist.