

Simon Fraser Student Society (SFSS) In-Person Event Guidelines & Application

Version 4.0 - In effect from November 24, 2021 onward, until further notice

All groups overseen by the Simon Fraser Student Society (SFSS), including Clubs, Student Unions, and Constituency Groups must adhere to the rules outlined in the "SFSS In-Person Event Guidelines & Application" for all in-person events held at **indoor and outdoor venues, on and off SFU Campuses**. These guidelines apply to all in-person events happening in SFSS owned spaces AND non-SFSS owned spaces.

The "SFSS In-Person Event Guidelines & Application" is **mandatory** for all Clubs/Student Unions/Constituency Groups to complete and submit to the Student Centre: studentcentre@sfss.ca.

The "SFSS COVID-19 Contact Tracing List" is **mandatory to be completed**. It is **recommended** that it is submitted to the Student Centre studentcentre@sfss.ca. However, it is optional to keep this list to the Executive Member Contact Tracing Lead only.

Provincial Health Orders (PHO) Resources

BC's province-wide restrictions establish the following guidelines for in-person 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](#)
- [Proof of vaccination must be checked for indoor events with more than 50 people;](#) however **SFSS requires vaccine cards to be checked at ALL in-person gatherings, regardless of attendance size**. This precautionary stance is to ensure the safety of all attendees regardless of attendance limits imposed by SFU policies or PHO Guidelines.
 - For events taking place at a restaurant, recreational facility, or other licensed venue, the establishment is responsible for checking vaccination cards.
 - For events hosted on SFU Campuses in classrooms/lecture rooms/open spaces, the Clubs/Student Union/Constituency Group executives are responsible for checking attendees' proof of vaccination.
 - Vaccine cards AND government issued IDs (BC Services Card, BC Driver's License, or passport) must be checked. The [verifier app](#) must be used. If there are any issues with the app, please contact 1-833-838-2323.
 - Please designate at least one executive from your group to be responsible for checking proof of vaccination.

Please note that you are responsible for knowing and adhering to the regional health orders in which your event is being held. This may be in addition to the Provincial Health Orders in place.

On-Campus Events

- **SFSS-controlled Spaces:** limited to the capacity of the meeting room, or a maximum of 25 People (including executives and attendees) for event spaces.
- **SFU-Controlled Spaces:** limited to a maximum as determined by the current Provincial Health Orders or [SFU policies](#) (whichever imposes a lesser maximum). For SFU event planning information, please see the [SFU website](#).

Off-Campus Events are subject to the licensed venue's COVID Health and Safety guidelines, in addition to the Provincial Health Orders. These events will be approved by the SFSS on a case by case basis. Events at private residences are not allowed.

If you will be at an Off-Campus venue, please attach/link the venue's COVID-19 Protocols for events to your email submission to the Student Centre (studentcentre@sfss.ca).

Safety Supply Funding

You are required to have the following at your event:

- Face masks - one for each attendee
- Hand sanitizer

Please purchase these items and seek reimbursement from grants or other SFSS funding (Club Petty Cash or Student Union Core).

COVID-19 Contact Tracing

Contact tracing will be **required** for all in-person events. It is **recommended** that you share the information via email to 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 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 email the Contact Tracing List to the Student Centre.*

- First and last name: _____
- SFU email address: _____
- Cell phone number: _____

Advertisement of Event

It is **mandatory** that your Club/Student Union/Constituency Group promote SFSS COVID-19 safety protocols on all 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", "masks are mandatory and will be provided", "contact tracing list will be kept", "proof of vaccination will be checked at the event", etc.

Grants

Submitting your application 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.

1. Which of the following is your group?

- Club
- Student Union
- Constituency Group

2. Name of Club/Student Union/Constituency Group: _____

3. Contact Information:

- a. First and last name: _____
- b. Role/position within group: _____
- c. SFU email address: _____
- d. Cell phone number: _____

4. Are you hosting an indoor or outdoor event?

- Indoor
- Outdoor

5. Event Details:

- a. Event Name: _____
- b. Brief Description of Event/Key Activities:

- c. Location & Address: _____
- d. Date(s): _____
- e. Time(s): _____
- f. Expected Attendance: _____
- g. Is food being served at this event? [] Yes [] No
 - o If "yes" what food is being served:

 - o *If food is served at your event, the food items must be individually pre-packaged, or single-serve. Food should not be cooked on site (unless from a licensed restaurant) or shared between attendees in a buffet, potluck, or BBQ style.*

I have read and understood the above guidelines and agree to abide by them.

I verify that the information provided above is true and correct and has been completed to the best of my knowledge. If any changes are made to my event, I will immediately notify the Student Centre at studentcentre@sfss.ca.

Signature

Date