

PUBLIC HEALTH GUIDELINES FOR MEETINGS ON PEI

These guidelines are as of April 19, 2021 and are subject to change at any time. For the most update information on Covid-19 guidelines, please visit <https://www.princeedwardisland.ca/en>

1.

DEVELOP AN OPERATIONAL PLAN

*This applies to any size meeting

Operation plan must be made available on inspection

Develop and follow an operational plan detailing methods to mitigate transmission of disease. The operational plan must be made available upon inspection.

The maximum number of people inside or out is 50 people. This includes all personnel or venue staff who might have to enter the room during the event. Pre-approval of operational plans is required for multiple gatherings involving 50 or more people.

The host of the meeting is responsible to develop the operational plan and either have it available upon inspection or obtain pre-approval for gatherings of 50 people.

Physical Distancing of two meters (six feet) includes organizers and/or attendees

Chairs must be 6 feet apart from one another (either at a table or theatre style)

A separate entrance and exit is preferred to allow for social distancing

If there is a speaker, placement should be 12 feet preferably from other participants or attendees

2.

Take every reasonable step to

ENSURE PHYSICAL DISTANCING

*This applies to any size meeting

3.

DEVELOP AN EXCLUSION POLICY

Prevent organizers and/or participants who are required to self-isolate from entering workplaces or other gathering spaces.

Develop an exclusion policy that ensures symptomatic organizers and/or participants are immediately excluded from event activities.

Prior to installing any physical barriers that may affect egress in an emergency, contact the necessary departments (e.g. Charlottetown or Summerside Fire Inspection Services, Fire Marshall's Office, or Worker's Compensation Board) to ensure it meets their requirements.

Ensure enhanced cleaning and disinfection of shared areas and surfaces

Ensure hand washing stations or hand sanitizing products are available and accessible

Where washroom access is provided:

Ensure hand washing stations or hand sanitizing products are available for use, and re-stocked as needed

Frequent cleaning and disinfection must take place throughout the gathering

Consider limiting the number of available stalls and urinals to discourage overcrowding in washrooms

4.

ENSURE ENHANCED CLEANING & DISINFECTING

5.

MAINTAIN RECORDS

Including name and phone number of everyone attending the meeting and keep records for one month to facilitate contact tracing in the event of an outbreak.

Operations must keep daily records of at minimum, one person per household and the number of individuals per household present. This can be done with a responsible person completing attendance on site or electronically with verification on site.

Operations should have an internal process in place to quickly retrieve these records, should the records be needed, even on weekends.

Records should be stored in a safe, secure location for one month after creation of the records and then disposed of using a secure destruction method to maintain the confidentiality of participants. For paper records, secure destruction means, at minimum, cross-cut shredding.

- Notification that individuals should not attend if they have symptoms of COVID-19
- Physical distancing expectations
- Hand hygiene
- Respiratory etiquette (coughing and sneezing)
- Cleaning & disinfection practices and expectations

6.

PRINT & POST SIGNAGE

outlining policies and procedures

7.

LIMIT SHARING

Limited sharing of equipment among individuals from different households and precautions taken

Any F&B should not be served buffet style, and no sharing of serving utensils or cutlery.

Sharing transportation with people from different households to organized gatherings is not recommended.

Use virtual, video, or teleconferencing technology to engage people from home wherever possible.

8.

GO HYBRID OR VIRTUAL

7.

ADDITIONAL INFORMATION

For facilities (indoor or outdoor) with separate rooms or large spaces that can accommodate more than one gathering at a time, three additional gatherings of up to 50 people may be held (with the exception of weddings and funerals) provided:

- Groups are kept separate (50 people maximum) and the multiple gatherings guidance is followed

Pre-approval by the Chief Public Health Office of operational plans is required for multiple gatherings involving 50 or more people. **Operational plans can be submitted for pre-approval by email to envhealth@ihis.org**

