

The following provides guidance on event planning on campus during COVID-19:

- Meetings or events of any size should be reconsidered. We encourage using remote technology to collaborate via teleconferencing instead of meeting in person.
- For gatherings of any size, remind attendees of hygiene measures to lower risk and prevent spread of viruses (not shaking hands, practicing social distancing, etc.). Ensure alcohol-based sanitizers are readily available to all participants.
- All attendees will be required to complete a NOSM on-campus training presentation and sign the attestation that follows the training
- Unless deemed as essential or critical, events with invited speakers from off campus (or travelling from another community) should be cancelled, postponed, or conducted remotely, if possible
- If an event is required for academic or accreditation purposes, and appropriate physical distancing is not possible, then all participants must strictly adhere to full PPE interventions such as face covering, gowns, gloves, eye-cover and hand-hygiene.
- Job interviews for open positions should be conducted remotely via video-or teleconferencing tools, like WebEx or by telephone. Whatever approach you take, use it consistently with all applicants to the same job, so nobody is disadvantaged.
- **All on-site events MUST be approved by the Associate Dean** of the portfolio hosting/planning the event
- If travel is required between campuses, the Associate Dean must pre-approve travel

Visitors to Campus Attending Your Event

Event organizers should know and understand restrictions and other considerations based on the COVID-19 status of the areas that participants are traveling from.

All visitors to campus will be required to review a mandatory NOSM COVID-19 training presentation and sign an online Attestation that follows the training. Names of all visitor's to campus must be sent to hr@nosm.ca and facilities@nosm.ca in order to gain access to campus. This is required at least one week in advance of the event.

Facilities Considerations

Choose a room or event space large enough to prevent crowding for the expected attendance. Avoid serving foods where multiple hands will touch the food (e.g. bowls of chips). Provide serving utensils if needed or arrange for food to be served by staff who are trained in safe food handling.

Education/Communication Considerations as Event Unfolds

Before Event:

- Consider virtual options (e.g. WebEx, Google Meet).
- Education and communication from event organizers should include:
 - Acknowledgement that coronavirus is a concern
 - A link to the training video and Attestation

- A link to the NOSM COVID-19 webpage <https://www.nosm.ca/our-community/coronavirus-information-for-nosm-community/>
- Usual prevention precautions
- Notification that this is an evolving situation and events may be cancelled at any point

During Event:

- Work with facilities to ensure appropriate signage is in place reminding participants of prevention measures.
- Assign a point person for participants to use as a resource should they develop symptoms during the event.
- Announce actions participants should take to protect themselves and limit infection spread at the start and throughout the event.
- Encourage people to replace handshakes with greetings that do not require skin contact.

What to do if someone presents with symptoms during the event:

Anyone who develops COVID-19 symptoms while on campus should:

- be immediately separated from others, in a separate room where possible, until they are able to go home
- not take public transportation
- maintain physical distancing
- wear personal protective equipment that is consistent with health guidance
- contact public health and follow their instructions
- contact HR@nosm.ca or 705-280-7023 (in the case of an emergency) to inform of the situation.
- Event participants should not be encouraged to go directly to any health care provider without a phone call prior. Health care facilities need to prepare for the person's arrival.
- **If it is a medical emergency**, call 911.

Reference

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html>