

2021

Canadian Wedding and Event Professionals Safe Reopening Guidelines - ONTARIO



**Canadian
Wedding & Event
Professionals**

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HEALTH AND SAFETY COMMITMENT – AT A GLANCE

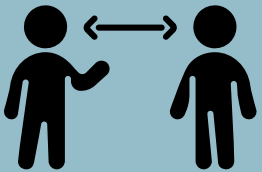
SAFE REOPENING COMMITMENT

The Canadian Wedding & Events Sector commits to work in collaboration with Public Health, Government and all Stakeholders to establish and follow guidelines for a safe, responsible and effective reopening.



PHYSICAL DISTANCING & CROWD CONTROL

Weddings & Events will follow provincial public health regulations and Health Canada protocol to ensure a safe and controlled environment throughout all stages of the event. This will be achieved by managing entry and exit points, number of guests and workers on site, restricting capacity in the venue to adhere to physical distancing guidelines, and designing floor plans to direct traffic flow throughout the event.



INCREASED HEALTH & HYGIENE

Enhanced Health, Hygiene, and Safety Measures will include Health & Safety point persons, hand sanitizing and/or hand washing stations, health screening of workers, favouring contactless payments, increased cleaning protocols, the recommended use and training of PPE and encouraging no contact policies between stakeholders.

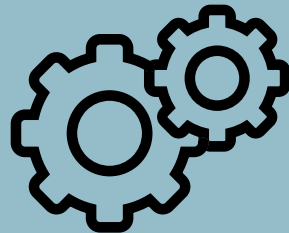


COMMUNICATION TO ALL STAKEHOLDERS

Policies will be communicated to all stakeholders in advance of the event and will be reinforced with on-site messaging through personnel, signage, websites and social media.

A SAFE REOPENING PLAN FOR WEDDINGS & EVENTS TO HELP RESTART THE ECONOMY

By implementing these safe reopening guidelines and adhering to provincial public health regulations and Health Canada guidelines, weddings & events - with clear physical distancing measures and enhanced health, hygiene and safety protocols - can play a key role in safely restarting the economy and getting people back to work.



INTRODUCTION

Canadian Wedding and Event Professionals (CanWed) is the voice of the weddings and events industry in Canada. It is the national not-for-profit initiative for Canadian professionals involved in the production, management, and planning of special events including weddings, anniversary parties, retirement parties, holiday parties and more.

The primary purpose of CanWed is unite the weddings and events industry to work cooperatively with all levels of government with the dual goals of garnering meaningful financial support (not debt) as we continue to struggle during this time, and to develop a clear guideline to reopen weddings and events safely. CanWed works on behalf of the wedding and events industry in Canada to provide education and networking, health and safety guidelines, and best practices. Our members include thousands of small to medium size businesses from across the country, as well as the 250,000 people we employ.

In response to the COVID-19 pandemic, CanWed has created a set of proposed guidelines for the responsible, safe and effective reopening of weddings and events. Consult Appendix A for a list of contributing members. The suggested measures in this guide constitute recommended reopening guidelines which allow business activities in the weddings and events sector to resume, in a phased and structured approach, with clear measures to be put in place to open safely and limit health risks. These recommended guidelines cover the entire process of the wedding or event, from set up, to the event, through to the dismantling and cleaning up. The coordinated objective is, to allow all stakeholders to operate weddings and events in a safe, responsible and effective manner.

Recognizing that each province and venue has their own specifications, this guide is meant to outline the measures and considerations that are required to reopen exhibitions safely in Ontario. These guidelines must be applied in conjunction with relevant provincial legislation, regulations and policies which may evolve overtime to accommodate changes in relaunch / reopening plans, as well as consumer confidence.

It is also important to note that CanWed will periodically update this document, as new information about the virus is available or as health and safety measures are lifted, based on guidance from government and public health officials.

The proposed guidelines have been prepared in consultation and with the support of leaders across all areas of the weddings and events industry. This guidance is informed by currently available scientific evidence and expert opinion, and is subject to change as new information becomes available.

DEFINITIONS



Venue: Convention centre, exhibition centre, conference centre, banquet hall, golf course, restaurant or any other facility where a wedding or event might take place that has a COVID safety plan.



Private Residence: a private home, townhouse, condominium, apartment, vacation home, cabin, cottage, or family property including a farm that is not available to the general public to rent.



Event: A social gathering designed to celebrate a milestone that is staffed by wedding and event professionals, including weddings, birthday parties, anniversary parties, retirement parties, holiday parties and more.



Host: A person (or persons) who is responsible for the planning of, and hiring for, the wedding or event, including renting space and/or services in a venue and/or hiring a professional party planner.



Vendor: A representative from an organization or business that has been hired by the event host to provide a product or service at the event.



Guest: An individual attending a wedding or event as an invited visitor or guest.



Worker: An individual employed by the venue or other vendors to provide a service or product to the host and guests at the event.



Hand Sanitizer: A hand sanitization product that contains at least 60% alcohol that has been approved by Health Canada. Click [HERE](#) for a list of hand sanitizers authorized by Health Canada.



Disinfectant solution: A product that inactivates or kills microorganisms that has been approved by Health Canada. Some products function as both cleaners and disinfectants. Click [HERE](#) for a list of disinfectants authorized by Health Canada.

WEDDINGS AND EVENTS INDUSTRY OVERVIEW

EVENTS ARE VITAL TO ECONOMIC RECOVERY

- Weddings and events generate over 25 billion dollars for Canada's economy each year.
- 2020 saw a loss of 80% of revenue, or 20 billion dollars due to lockdowns and restrictions. 2021 is on track for similar losses.
- The wedding and event industry is comprised of small to medium sized businesses that collectively employ more than 250,000 Canadians.
- 90% of dollars earned by wedding and event businesses stay in their local economies.
- Wedding and Events - with clear guidelines for strict physical distancing, increased cleaning & hygiene, and enhanced crowd control – can play a key part in restarting the economy safely.
- Following a period of unprecedented economic decline, restarting wedding and events in a cautious and phased approach, will allow companies and people to cease relying on government supports will re-invigorating their communities with a sense of hope and celebration

EVENTS VERSUS MASS GATHERINGS

- A clear distinction should be made between events and mass gatherings.
- Wedding and events are celebrations of occasions, milestones and religious events. They are limited in guest count and often restricted to a specific family or social circle.
- Weddings and events are not festivals, civic events, concerts or sporting events, which are often have attendance in the tens of thousands.
- Whether they are weddings or social parties these events often focused on friends and family with a care for their overall health and well-being.
- Weddings and events encourage tourism and spending on a local, regional and national level. With caution, a safe reopening of weddings and events is possible.

A CONTROLLED ENVIRONMENT

- Weddings and events business stakeholders commit to collaborate with public health authorities to establish a layout, traffic control and occupancy plans that meets local safety requirements.
- Weddings and events have much greater flexibility when it comes to layout and design, as they are held in a controlled facility environment, allowing them the flexibility to design layouts that accommodate people very differently than other venues and events.

A CONTROLLED ENVIRONMENT CONT'D

- Weddings and events can limit the number of guests on site in order to enable physical distancing, in accordance with public health regulations. Weddings and events can operate safely with plans to limit health risks through enhanced physical distancing measures and enhanced cleaning and hygiene protocols.
- Weddings and events have controlled guest lists allowing for easy contact tracing.
- By implementing physical distancing measures, increased health and safety measures and enhanced crowd control protocols, weddings and events can be held safely, in accordance with public health regulations.

TIMING CONSIDERATIONS

- Hosts, venues and vendors require several months of lead time, to plan, prepare, and execute weddings and events. Many events are currently being rescheduled due to restrictions. This operational requirement necessitates receiving advance notice from government and public health officials in order to make the necessary arrangements to reopen weddings and events as easily as possible.

STEPS TO REOPENING

	STEP 1	STEP 2	STEP 3	STEP 4
POTENTIAL DATE	June 11	June 30	July 21	August 30
VACCINATION RATE (OTHER METRICS MAY APPLY)	60% first dose	70% first dose, 20% second dose	70-80% first dose, 30-40% second dose	70-80% first dose, 50-70% second dose
OUTDOOR CEREMONY WEDDING OR FUNERAL	Limited to permit 2 metre distance	Limited to permit 2 metre distance	Limited to permit 2 metre distance	Full capacity but masks must be worn if physical distancing cannot be maintained
INDOOR CEREMONY WEDDING OR FUNERAL	15% capacity of the venue	25% capacity of the venue	50% capacity of the venue	Full capacity but masks must be worn if physical distancing cannot be maintained
OUTDOOR RECEPTION PRIVATE PROPERTY	Limited to 10 people including the couple and vendors	Limited to 25 people (including vendors)	Limited to 50 people (not including vendors)	Full capacity
INDOOR RECEPTION PRIVATE PROPERTY	Not permitted	Limited to 10 people (including vendors)	Limited to 25 people (including vendors)	Full capacity
OUTDOOR RECEPTION VENUE WITH COVID SAFETY PLAN	Limited to 10 people including the couple and vendors	Limited to 50% capacity of the venue (NOT including vendors)	Limited to 75% capacity of the venue (NOT including vendors)	Full capacity
INDOOR RECEPTION VENUE WITH COVID SAFETY PLAN	Not permitted	Limited to 25% capacity of the venue (NOT including vendors)	Limited to 50% capacity of the venue (NOT including vendors)	Full capacity
RECEPTION RULES	<ul style="list-style-type: none"> • 4 people per table • Masks mandatory when physical distancing cannot be maintained • No dancing other than traditional first dances • No receiving line • No self-serve food, drinks, dessert, candy bar, etc. or passed hors d'oeuvre • Bar closes at 10pm • Event ends at 11pm 	<ul style="list-style-type: none"> • 6 people per table • Masks mandatory when physical distancing cannot be maintained • No dancing other than traditional first dances • No receiving line • No self-serve food, drinks, dessert, candy bar, etc. or passed hors d'oeuvre • Bar closes at 10pm • Event ends at 11pm 	<ul style="list-style-type: none"> • 10 people per table • Masks mandatory when physical distancing cannot be maintained • Dancing permitted with physical distancing • No receiving line • Buffets are permitted with attendants serving 	<ul style="list-style-type: none"> • Masks must be worn if physical distancing cannot be maintained, and when not eating or drinking • No receiving line

Additional notes:

- Host is responsible for guests that do not follow rules
- If under cover of gazebo or tent, must have 2 open sides
- Multiple events may be held at venues with multiple rooms with separate washrooms
- Hair and makeup services for wedding party are permitted with masks and limited numbers of people at a time (hair and makeup is allowed for wedding party only in step one, and then everyone after that as per Ontario's roadmap to reopening)

GUIDELINES

The health and safety of all participants in wedding and events (hosts, vendors, workers, and guests) is a top concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on physical distancing, masking when physical distancing is not possible, as well as health, hygiene, and safety in order to reopen weddings and events. When the weddings and events industry is allowed to reopen, the health and safety of all participants will be paramount, and will guide our approach, with all reopening actions to be informed by provincial guidelines, health data and the adoption of clear measures.

OCCUPATIONAL HEALTH AND SAFETY

The recommendations in this guide constitute a set of industry specific best practice guidelines for the reopening of the weddings and events sector in Ontario. These guidelines should be used by wedding and events stakeholders as a supplement, in addition to the obligations that already exist under the Province's existing Occupational Health and Safety Acts, including all existing resources to prevent COVID-19 in the workplace.

[Ontario Occupational Health and Safety Act](#)

[Latest updates about COVID-19](#)

[Resources to prevent COVID-19 in the workplace](#)

HEALTH HYGIENE AND SAFETY MEASURES

VENUE TO:

- Appoint a Health and Safety Point Person for the duration of the event, including planning, set up, event and dismantling of the event, to ensure best practice guidelines are being followed.
- Implement, as required, a pre-work screening "health check" with workers, at the beginning of each shift, in accordance with public health regulations. This may include an active daily screening of workers for symptoms of fever, sore throat, cough, runny nose or difficulty breathing. Workers with these symptoms should not be allowed in the workplace and should be advised to return home.
- Encourage workers to clean their hands regularly with hand sanitizer or soap and water, including at the start of their shift, before eating or drinking, after touching shared / common items, after using the washroom, after any commercial transactions if contact was made, and at the end of their shifts.
- Ensure that key workers (cleaning, medical, food and beverage workers) are provided with and trained on the safe use of personal protective equipment which may include masks, eye protection and gloves. Continuous masking of all workers should be considered where physical distancing cannot be maintained between workers and between workers and exhibitors/attendees.
- Promote contactless payments at where payment a transactions might take place. If a cash payment is accepted, worker (cashier) should immediately sanitize their hands after completing the transaction.
- Ensure shared equipment, machinery and tools are regularly cleaned and disinfected.
- Use appropriate disinfectant solutions, approved by Health Canada, for all cleaning and disinfecting procedures.

GUIDELINES

VENUE TO:

- Strongly encourage guests to use personal protective equipment, including masks, when on-site at the venue.
- Post signage outside all entrances to the building, including loading docks and parking garage entrances, stating that individuals with a fever or symptoms of COVID-19, or individuals who have been asked to self-isolate by public health authorities, are restricted from entering the premises.
- Install hand sanitizing stations and/or hand washing stations at key locations throughout the venue and exhibition site including entrances, restrooms, food and beverage locations, conference rooms, etc. with regular use encouraged for all participants.
- Strongly encourage hand sanitizing and/or washing upon entry into the venue.
- Operate all food service areas as outlined by public health regulations.
- Conduct a thorough cleaning of event space, as outlined by public health regulations, prior to move-in, before the event opens and at the end of the event
- Implement enhanced cleaning and disinfecting protocols with special attention to high-touch surfaces and areas including door handles, restrooms, waste receptacles, counters, seating areas, food preparation areas, pay stations, bank machines, ramps, escalators, elevators etc.
- Implement appropriate measures for restrooms which may include: managing line-ups at the entrance points to each restroom, publishing the maximum capacity for each restroom, putting every other urinal "out of service", maintaining restroom doors in the open position, install hand sanitizing stations at entrance/exit of restrooms
- Display / publish cleaning protocols and measures.
- Increase the collection and removal of waste receptacles.
- Consider suspending coat check services, to avoid queuing and the unnecessary handling of personal objects, or implement enhanced health and safety measures to adapt coat check services and operations.
- Ensure ventilation, temperature, humidity and air purification controls inside the venue meet the standards set out in public health regulations.
- Manage procedure to address on-site concerns and answer questions from participants.

VENDOR TO:

- Follow social distancing and sanitizing protocols.
- Do not attend if they have had a fever or symptoms of COVID-19, or have been asked to self-isolate by public health authorities.
- Clean and disinfect any and all audio-visual equipment after each use, according to the manufacturer's instructions on products and process to avoid damage.

PHYSICAL DISTANCING MEASURES

VENUE TO:

- Communicate that all venue workers practice appropriate physical distancing measures, in accordance with public health regulations. If a situation occurs where it is impossible to maintain physical distancing, a mask should be mandated and worn by workers. In this case, the venue will provide its workers with masks.
- Introduce barriers, demarcate floors and plan for additional attendants to administer physical distancing guidelines in areas under the venue's management where line-ups might occur.
- Manage restaurant seating and layout (where applicable) to enable appropriate physical distancing, in accordance with public health regulations.
- Post the maximum capacity of each elevator, based on appropriate physical distancing in accordance with public health regulations.

HOST TO:

- Communicate that all guests to practice appropriate physical distancing measures, in accordance with public health regulations. If a situation occurs where it is impossible to maintain physical distancing, a mask should be mandated and worn by guests. In this case, the host will provide its participants with masks.
- Design floor plan, seating chart with aisle widths and table layouts to allow guests to practice appropriate physical distancing, in accordance with public health regulations.

GUIDELINES

CROWD CONTROL MEASURES

VENUE TO:

- Manage entry and exit points to and from the exterior of the building, in case of an emergency, guests must have access to all emergency exits in the building.
- Remove or restrict seating in waiting areas and create a process to ensure guests stay separate while waiting to enter the event site (e.g. floor markings, outdoor distancing, etc.) Consider how emergency preparedness plans are impacted by COVID-19 public health measures (e.g. building evacuation plans).

HOST TO:

- Manage number of guests in attendance of the event in accordance with provincial restrictions in order to enable physical distancing.

COMMUNICATION MEASURES

VENUE TO:

- Communicate in advance to the host and the vendors, all health, hygiene and safety measures; physical distancing measures; and crowd control measures that they are expected to follow and implement during the event.

HOST TO:

- Communicate in advance to their guests all health, hygiene and safety measures; physical distancing measures; and crowd control measures that they are expected to follow and implement during the exhibition.

APPENDIX

Canadian Wedding and Event professionals (CanWed) gratefully acknowledges the following members for lending their valuable time and knowledge in developing the Canadian Wedding and Events Industry – Safe Reopening Guidelines for Ontario.

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