



Guidelines for Planners/Event Organizers for COVID-19

Duty of Care by Venue

We have taken steps to mitigate the risk of transmission of COVID-19 to provide a safe and healthy environment for our guests, visitors and staff during this challenging time. These precautions may change and dependent on current Federal, Provincial and Municipal orders.

Please follow the directives below for the safety of attendees, yourself and our staff:

Masks: Masks are required when inside the Nest building and when interacting with our staff. Planners to relay this mandatory mask policy to their attendees, individuals not wearing a mask may be asked to leave. Masks will be available for purchase at couple of outlets inside Nest.

Hand washing / Sanitizing: Please ensure that all guest wash their hands upon entering our building and maintain healthy hands hygiene by frequently washing hands and/or using sanitizing station available throughout our building and bookable rooms.

Physical Distancing: Keep a distance of at least 2 meters (approximately 2 arm lengths) from others.

Staff for maintaining physical distancing: Planners/organizers and attendees are responsible for maintaining physical distancing at all times. The AMS will not have extra staff available to help monitor attendees to physically distance, unless prearranged with our event coordinators in advance.

Meeting Rooms: All meeting rooms will have the maximum empty room capacity listed on the entrance. The maximum occupancy is the total amount of guests plus our staff and any other external vendors using the space, with the exception of the Great Hall. Please note, your event capacity may be lower due to addition of furniture and room arrangement.

Floor Plans: Predetermined floor plans that allows physical distancing are available for each meeting room. Our event coordinators will work with you to plan the set up and flow. Please make sure that guests sit at their assigned space for the duration of the event and follow the signage directing traffic. Please do not move furniture that has been set up as they are there to allow proper physical distancing.

Breaks: Restroom capacity has decreased to allow physical distancing. Attendees should not congregate inside or outside restrooms or in the open areas. Please plan duration of breaks accordingly.

Attendees Who Have Travelled: Organizers need to be aware if participants have travelled from outside the province, country, or from high-risk areas. Canada has a Federal order making it mandatory for any travelers entering Canada to self-isolate for 14 days as per section 58 of the *Quarantine Act*.

Please do not visit us if you have the following:

- [COVID-19 symptoms](#) including Fever, Chills, Cough, Shortness of breath, Sore throat and painful swallowing, Stuffy or runny nose, Loss of sense of smell, Headache, Muscle aches, Fatigue, or Loss of appetite
- A sick family member or around someone who is sick
- Not completed the 14-day self-isolation after travelling outside of Canada
- Have been advised by a public health authority to self-isolate

Attendees Information/Contact Tracing: Planners and clients are to obtain all attendees contact information including full name, phone number or email address, for the purpose of contact tracing. The venue will not collect or use this information for any other purpose. If the event organizer discovers after the event that an attendee has tested positive for COVID-19 within 14 days of the event, please contact the local public health authority promptly so they can advise on how to proceed. Should there be a case of COVID-19 compatible illness in our building we will promptly contact the local public health authority.

Contact Information: Monikakodnani@ams.ubc.ca or 778 858 4037

Guidelines for Vendors for Covid-19

For any packages, equipment deliveries or set up, please communicate with your event coordinator to arrange drop off time. Please adhere to the time slot to ensure proper physical distancing between multiple vendors and staff.

A/V, High-touch items, or other rental equipment should be sanitized when unloaded at the location. In addition to face coverings, workers should wear gloves when handling equipment. We suggest these items are sanitized often and dedicated to individual users when possible. We will not disinfect outsourced equipment; this should be done by the vendor to ensure the equipment's safety.

Venue's Responsibilities: Duty of Care

Staff: All staff will have their temperature checked before starting their shift and will wear gloves and face masks. They will also try to maintain social distancing during service.

Sanitizer: All meeting rooms have sanitizer station available for attendees and staff use

High touch surfaces: Door handles, light switch, built in AV control screens, tables, bar tops, stools and chairs will be sanitized after breaks. For multi-day bookings, high touch surfaces will be sanitized at the end of day as well.

Common Areas: In addition to asking everyone to continue their hand hygiene and physical distancing practices, the AMS is taking a number of steps to minimize the risk of transmission.

- Staggered schedules, enhanced and frequent cleaning, physical barriers, reduced room capacities, and closure of some communal spaces
- Signage are placed throughout the building reminding people of these policies
- Elevators will be restricted for use by persons of disabilities and will limit use to a maximum of 2 occupants.
- Visual decal to show where to stand to maintain physical distancing
- Workspaces are arranged to maintain a 2m distance between staff and guests or physical barriers are in place

Food and Beverage Service: No buffets, individual packed meals only

- **Individually Packed:** For safe service during meal times, all food, beverage, utensils, and condiments will be packaged individually and laid out for self-serve for parties of 10 or less and serviced by a Nest C&C staff for parties of more than 10.
- **Bar service:** Alcohol service is limited to table service only. Bar service discontinued until further notice.

- **Separate Entry and Exit Points:** The food and beverage pick up will be single or double lanes going one way to avoid congregation. Our event coordinators will work with you to produce a viable floor plan arrangement.

Food Outlets

- Plexiglas barriers have been installed in the food outlets and AMS Reception
- All staff will have their temperature checked before starting their shift
- Food service workers will be required to wear masks and gloves for the duration of their shifts
- High touch point surfaces within outlets will be sanitized once an hour
- Sanitizing all food work areas on the hour
- Public seating areas will have tables/chairs arranged in a way to allow 2m distancing
- Outlet floorplans for staff and customers will spaced to allow for physical distancing and walking flow
- In the restaurants and public areas, tables are sanitized frequently

Please note: This is an evolving document and these precautions may change as necessary based on directives from the Federal, Provincial, and Municipal health authorities.