

EVENT HEALTH & SAFETY TIPS FOR YOUR 2021 EVENTS

For many of us, with the change of the season has come with talks of relaunch strategies and a return to live and in-person events! While things may look a bit different, this is an exciting new challenge for us that will allow us to do what we love – creating connections through experiences.

We have consulted with our industry colleagues and partners — including vendors, venues, caterers and more — to put together some health and safety, event-specific, tips and considerations to keep in mind.

While there are currently no mandates requiring a cap on guest counts, 2-meter physical distancing, or masks, we highly suggest keeping some of these practices in place for the safety of your guests, staff and the general community. With safety, comfort, and peace of mind at the forefront of all that we do, let's talk about how to make that happen.



TYCOON
EVENTS

TIPS



In General:

- As of writing this Guide, there are no longer mandates in Alberta capping the number of attendees at an event, two-meter physical distancing or masks. However, we highly suggest keeping some of these practices in place for the safety of guests, staff and the general community.



Pre-Event Communications:

- Face masks are still required on all transportation regulated by municipal governments. Remind attendees that if they're taking public transit, ridesharing or taxis to get to your event, they will require a mask.
- Create pre-event and active screening waivers for guests to sign before the event to avoid a bottleneck at registration.
- Set and communicate expectations for guests to stay home if they are showing any known symptoms of COVID-19. Planning hybrid events is a good way to let people still attend the event from home.



Guests:

- Opt for venues that allow you to reserve common spaces during your event. Venues sometimes keep areas open to the general public (like restrooms, changerooms, bars, check-in or registration areas, coat check, etc.). Being able to reserve those public areas mitigates unnecessary contact with people who aren't guests at your event.
- Stagger the arrival and departure times of everyone who will be on-site, including attendees, staff and volunteers. Create dedicated entry and exit points to reduce contact exposure and control capacity.
- Minimize the need for registration desks by offering online registration or tech-enabled entry.
- Reconfigure layouts and encourage assigned seating to allow for two-meter physical distancing.
- Signage can and should be used to offer friendly reminders to guests about the expectations they're required to follow.
- Encourage guests to sanitize their hands before entering the venue and consider offering personal hand sanitizers as takeaway items.



Food and Beverage:

- Use pre-packaged and single-serve items to mitigate contact.
- Account for additional staffing to facilitate smooth and safe execution of the additional service and cleaning measures.
- Minimize the risk of multiple people using the same chairs or place settings.
- Action stations or visible food prep areas not only add an element of entertainment to an event, but also let guests see safe food prep procedures in action.
- Consider using food trucks for food prep and service.



Entertainment:

- Lower the volume of any entertainment. It will reduce the need for guests to lean in closer to each other to talk and/or raise their voices above the entertainment noise levels.
- Avoid performances that require audience mingling or participation.
- Games and other interactive activities should only take place if shared items are being disinfected between use and physical distance can be maintained.



Cleaning and Disinfecting:

- Use signage as a visual indicator that common spaces, tables, or seating options have been sanitized and, if sanitization is happening throughout the event, at what frequency.

- Choose facilities that are GBAC STAR™ accredited.
- Assign an event staff member to circulate all high-touch/shared surfaces and food/beverage supplies to make sure routine and frequent cleaning is taking place.



Emergency Response Plan:

- A rapid communication plan and list of emergency contacts should be developed and ready to be communicated to all guests at any time.
- Appoint a health and safety point person for the duration of your event to make sure protocols and guidelines are being followed.
- Make sure that the plan is shared with, and understood by, all key event staff, on-site personnel, security and vendors at the event.

CONCLUSION:

Overall, we know that our province has confidently opened up again for full-scale, in-person events, but let's make sure we are always working for our attendees, guests and vendors by keeping comfort and safety a top priority.

As always, reference the regulations and direction of your local health authorities and government mandates, prior to any live event or in-person interaction. For residents and businesses based in Alberta, please visit [their website](#) for up-to-date COVID-19 regulations.