

COVID Guidelines for Outdoor Special Events on City of Cambridge Property

Events are not what they used to be. These guidelines are to serve as a planning tool. This might not be a full list of all the COVID-19 related precautions event organizers may need to take. It is your duty to review and adhere to all provincial, federal and regional guidelines. Although we have the re-opening roadmap for the province, staff are meeting with Region of Waterloo Public Health for a consistent approach to events in our region. Regulations can change at any time and updates will be made when available.

- Are you familiar with the [Province of Ontario's latest COVID-19 public health measures, advice and restrictions?](#)
- Does your expected attendance follow provincial and/or Region of Waterloo Public Health capacity limits and is the capacity posted?
- Have you read and do you understand the Region of Waterloo Public Health's COVID-19 guidelines for [Re-opening Special Events?](#)
- Have you developed a COVID-19 safety plan?
 - You must have your safety plan on site incase it is asked for.
 - Your response plan can include but is not limited to:
 - Screening
 - Physical distancing
 - Cleaning/disinfecting surfaces/objects
 - Wearing of PPE (ie. mask/face coverings, goggles)
 - Preventing and controlling crowding
- Do you have a detailed sitemap?
 - Your sitemap can include but is not limited to:
 - Entrances/exits
 - Hand sanitizer and hand washing stations
 - Traffic flow (consider separate entrance/exits)
 - Garbage and recycling locations
 - Waiting areas and lineup locations with social distance considerations
 - First Aid location
- Do you have a flexible refund policy if attendees are sick?
- If you have vendors are they spaced out to ensure physical distancing of vendors and attendees?
- Is your event required to actively screen or record contact information for patrons?
- Does your seated concert/event/performance have a reservation (contact tracing) process?



- Are you aware of the guidelines for live performances?
- Are you aware of the cleaning requirements of your event?
- If your event is using any indoor space please contact event staff for more details.

Below are some local resources you may find useful in your event planning:

Region of Waterloo Public Health's [Re-opening Outdoor Special Events](#)

Region of Waterloo Public Health's [Re-opening Mobile/Temporary Food Services](#)

Region of Waterloo Public Health's [Face Covering Bylaw](#)

Region of Waterloo Public Health's [Face Covering Information](#)

City of Cambridge's [COVID-19 response and updates](#)

Province of Ontario's [COVID-19 public health measures, advice and restrictions](#)

Province of Ontario's [COVID-19 Self-Assessment Tool](#)

Province of Ontario's [COVID-19 Customer Screening](#)

Province of Ontario's [COVID-19 Worker and Employee Screening](#)

Province of Ontario's [COVID-19 Workplace Safety Plan](#) (template)

Good luck with your event planning. If you have any additional questions please contact the City of Cambridge Special Event Staff at specialevents@cambridge.ca.