

## COVID-19

### Protocol for CTF/FCE Events

#### STATEMENT

Due to the COVID-19 pandemic, the Canadian Teachers' Federation (CTF/FCE) will implement and facilitate health and safety measures based upon guidelines from Public Health Authorities to ensure a safe environment and the best possible experience for all individuals attending CTF/FCE events (including participants, staff members, and service providers).

It is important to note that although measures will be taken to ensure a safe participation there are still risk of contracting COVID-19 when attending in-person events. It is important that everyone involved play their role in reducing those risks by staying informed and following the guidelines in this document.

#### PURPOSE

The purpose of this protocol is to inform all individuals attending CTF/FCE events (participants, staff members, and service providers) of measures in place and guidelines to follow especially where in-person interaction takes place.

#### DEFINITIONS

**CTF/FCE Management Team:** Secretary General, Deputy Secretary General, and Chief Financial Officer.

**Participants:** All individuals attending CTF/FCE events including attendees, speakers, and presenters.

**Physical distancing:** Ensuring a minimum distance of 2 meters between individuals.

**Public Health Authorities:** Public Health Agency of Canada (PHAC), and its provincial and municipal counterparts.

**Service providers:** All individuals or entities providing a service during CTF/FCE events including hotel venue, AV companies, interpreters, photographers, etc.

**Staff members:** All CTF/FCE employees, including permanent and contract employees, supervisors, and management helping or speaking during onsite events.

#### HEALTH AND SAFETY GUIDELINES

**Please note:** The COVID-19 situation continues to evolve quickly. As such, Public Health Authorities guidance is subject to change as new information is received. The following guidelines will therefore be updated, as necessary, and communicated to all participants closer to the event. Further, the CTF/FCE will ensure compliance with the measures that maximize prevention of the spread of COVID-19 and its variants.

## **Prior to the Event**

1. Download the event Mobile App and monitor daily notifications.
2. Record physical attendance at the event registration booth when arriving onsite.
3. Provide proof of identification and proof of being fully vaccinated against COVID-19 or an exemption when registering on site. Personal and health information will not be retained.
  - a) Participants with an exemption must provide a negative rapid test result taken within 48 hours prior to attendance at the event.
  - b) Participants refusing to disclose vaccination status or exemption will be refused entry to the CTF/FCE event.
  - c) Vaccinated participants are still required to follow all public health measures when in shared areas, such as wearing masks and physical distancing.
4. All individuals attending CTF/FCE events are required to take the online COVID-19 assessment provided by the province or territory in which the event is taking place, prior to attending the event. Further, to attend a CTF/FCE event you must confirm the following when arriving onsite:
  - a) You have not been identified as a close contact with a confirmed or suspected case of COVID-19 in the last 14 days.
  - b) You have not exhibited any signs of a fever, cough, shortness of breath, sore throat, or any other flu like symptoms within the last 24 hours.
  - c) And, should any of the above change between the start and end of the event, you excuse yourself immediately from participation, following public health guidelines, and inform the CTF/FCE Meeting and Event Planner.

## **During the Event**

1. Masks must be worn in all indoor public spaces. Masks will be available for your use upon request.
2. All individuals attending CTF/FCE events are required to respect physical distancing requirements whenever possible. Please be aware of and respect the varying comfort level of all individuals with regards to gathering in person.
3. Use of various event spaces will be restricted in compliance with Public Health recommendations. The maximum number of persons allowed will be posted at the door or entry of each area and room.
4. Nothing will be distributed (e.g., programs, bags, goodies, etc.). All information will be available on the event website or event Mobile App.
5. A modified approach for serving Food and beverage will be in place at the venue.
6. Appropriate signage will be used to reinforce physical distancing as well as other safety reminders.
7. Touchless check-In registration will be in place during the event.

8. Closed spaces, crowded places, and close contacts increase the risk of the spread and transmission of COVID-19. Therefore, social activities during CTF/FCE events (e.g., reception) will be conducted in a way that decreases the risk of infection (e.g., seated reception, outdoor activities).

## IN CASE OF EXPOSURE

1. An individual attending a CTF/FCE event who starts experiencing COVID-19 common symptoms during the event must inform the CTF/FCE Meeting and Event Planner immediately.
2. The following measures will be put in place:
  - a. The individual in question will be asked to stay in quarantine.
  - b. The CTF/FCE Management Team will be informed and will take appropriate actions to comply with Public Health authorities' instructions.
  - c. If a case of COVID-19 is confirmed, a notice to all attendees will be sent as soon as possible via email and the Event Mobile App. Pending details related to a specific exposure, there may be delays, cancellations, or changes of format for remaining sessions.
  - d. The CTF/FCE Meeting and Event Planner will provide relevant and timely updates to all attendees.

## VENUE POLICIES (this section will be updated according to the venue policy)

Commitment to clean: <https://www.ihg.com/content/us/en/customer-care/clean-promise>

Current travel advisories: [https://www.ihg.com/content/ihg/hotels/en\\_US/brand/customer-care/travel-advisory.html](https://www.ihg.com/content/ihg/hotels/en_US/brand/customer-care/travel-advisory.html)

## REFERENCES

Alberta: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

British Columbia: <https://bc.thrive.health/covid19/en>

Manitoba: <https://sharedhealthmb.ca/covid19/screening-tool/>

New Brunswick:

[https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory\\_diseases/coronavirus.html](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html)

[https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory\\_diseases/coronavirus/coronavirusexposure.html#/app/symptom-checker/guides/399/what-to-do](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/coronavirusexposure.html#/app/symptom-checker/guides/399/what-to-do)

Newfoundland and Labrador: <https://www.811healthline.ca/covid-19-self-assessment/>

Northwest Territories: <https://www.gov.nt.ca/covid-19/en/services/take-self-assessment>

Nova Scotia: <https://covid-self-assessment.novascotia.ca/en>

Nunavut: <https://www.gov.nu.ca/health/information/covid-19-novel-coronavirus>

Ontario: <https://covid-19.ontario.ca/self-assessment/>

Prince Edward Island: <https://www.princeedwardisland.ca/en/covid19>

Quebec: <https://covid19.quebec.ca/surveys/cdd2/introduction?language=fr-ca>

Saskatchewan: <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>

Yukon: <https://service.yukon.ca/en/covid-19-self-assessment/>