

PROCEDURE FOR POLICY 3.1.1 – Events and Visitors on Campus Procedure

A. General

1.00 In these Procedures, reference to the “Policy” shall mean the COVID-19 Vaccination Policy.

2.00 These Procedures apply to:

- (i) Campus Events;
- (ii) off-campus events sponsored by the University; and
- (iii) Visitors who wish to attend on Campus.

3.00 For the duration of the Policy, the University intends to place restrictions on Campus Events, off-campus events and Visitors attending on Campus in order to keep the campus safe for students, employees and Visitors. The University values the contributions that Visitors bring to our academic community and anticipates that in-person events and conferences will remain limited in the fall term, consistent with provincial and local health unit guidelines. Special events and non-essential visits on Campus should only be planned if they benefit the University and its members through teaching, research and scholarship; or enrich the student experience through co-curricular learning or organized athletics. Events with Visitors will only be permitted if they are specific to advancing the mission of the University.

B. Definitions

1.00 In addition to defined words in the Policy, the following definitions shall apply to these Procedures:

- (i) **“Campus Buildings”** mean all University owned and operated or leased and operated indoor spaces, including but not limited to offices, student residences, classrooms, labs, study spaces, libraries, recreational facilities, dining halls, campus eateries, building entrances, loading docks, tents, and university vehicles.
- (ii) **“Campus Events”** mean any gathering on Campus, other than classes, including conferences, performances, campus tours, exhibitions, case competitions, club activities, athletic games and tournaments, alumni engagement activities, protests, and religious services.
- (iii) **“High-Risk Interactions”** mean those activities prescribed by the University to be high-risk because physical distancing cannot be maintained, there is prolonged exposure to students, staff or faculty (i.e. frequently in the presence of others), and/or mask wearing may not always be practicable due to the nature and duration of the activity. High-risk interactions are not limited to those identified in these Procedures.

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C. Procedures for Events

- 1.00 All Campus Events initiated by students or employees must adhere to applicable law and [Ontario COVID-19 public health measures and advice](#). Campus Events must also adhere to the protocols put in place by the University and be approved by the relevant Dean, Associate Vice President, Vice Provost, or Executive Director.
- 2.00 Considerations and restrictions for Campus Events will be based on [the University's Health and Safety measures](#), which remain fluid given the evolving circumstances and risks associated with the pandemic. These measures are designed to help students, staff and faculty plan for Campus Events but does not imply permission to proceed.
- 3.00 These Procedures apply regardless of whether the Campus Event occurs indoors or outdoors.
- 4.00 Off-campus events that are sponsored by the University may be subject to the same restrictions as those that are on Campus. Off-campus events sponsored by the University shall be approved by the relevant Dean, Associate Vice President, Vice Provost, or Executive Director who shall ensure that an appropriate individual is responsible for ensuring compliance with COVID-19 restrictions during the off-campus event.

D. Procedures for Visitors on Campus

- 1.00 All Visitors on Campus are required to complete the applicable requirements outlined in these Procedures.
- 2.00 Every Visitor who accesses Campus Buildings and may have High-Risk Interactions with other persons will be classified as **RED**. These Visitors will be required to:
 - (i) complete a daily symptom check (i.e. personal health attestation) through the Government of Ontario's COVID-19 self-assessment at <https://covid-19.ontario.ca/self-assessment/>;
 - (ii) provide Proof of Vaccination or proof of medical exemption;
 - (iii) agree to and comply with the University's safety measures at <https://www.uwo.ca/coronavirus/health-safety/index.html>; and
 - (iv) comply with applicable provincial, local and University health and safety protocols – including quarantine requirements.
- 3.00 Visitors who have been invited inside Campus Buildings to provide services to the University or a University community member, and will not have High-Risk Interactions with other persons will be classified as **YELLOW**. These Visitors will be required to:
 - (i) complete a daily symptom check (i.e. personal health attestation) through the Government of Ontario's COVID-19 self-assessment at <https://covid-19.ontario.ca/self-assessment/>;
 - (ii) agree to and comply with the University's safety measures at <https://www.uwo.ca/coronavirus/health-safety/index.html>; and
 - (iii) comply with applicable provincial, local and University health and safety protocols – including quarantine requirements.

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- 4.00 Visitors performing work that does not involve entering a Campus Building, such as a delivery to an external loading dock or a residence front door, will be classified as **GREY**. These Visitors are not required to complete a daily symptom check (i.e. personal health attestation). Visitors classified as **GREY** must comply with applicable provincial, local, and University health and safety protocols, and wear a mask at all times while in Campus Buildings.
- 5.00 Visitors classified as **RED** who have recurring visits on Campus over a consecutive period of time (i.e. more than 72 hours) are required to show Proof of Vaccination to a designated University employee (e.g. department chair, centre and institute director, dean, senior administrator, site supervisor) **on their first day of arrival** at the building access point to the location they are visiting.
- 6.00 Visitors classified as **RED** who will be on Campus for a brief one-time visit (e.g. guest speaker) are required to show proof Proof of Vaccination to a designated University employee (e.g. department chair, centre and institute director, dean, senior administrator, site supervisor, varsity event employee) **upon every visit on Campus** at the building access point to the location where they are visiting. The designated University employee is permitted to defer the responsibility of vaccine verification to an external colleague/contractor/vendor who has managing authority and/or supervises the Visitors while they are on Campus.
- 7.00 All Visitors classified as **RED** or **YELLOW** shall complete a daily symptom check no later than 30 minutes of arriving on Campus. Results of these daily symptom checks must be made available for review by a designated University employee, either prior to entering a campus building or immediately upon request. Only those Visitors without symptoms are permitted to be on Campus.
- 8.00 All contractors/vendors and their subcontractors who have employees classified in the **RED** category shall obtain Proof of Vaccination from such employees or otherwise determine their employees' eligibility for a medical exemption. All contractors/vendors shall confirm to the University, as may be required by the University, that all of their employees in the **RED** category (and those of their subcontractor(s)) have (i) provided Proof of Vaccination or (ii) have been accommodated and that they have complied and will comply with the testing requirement found in E. 5.00 or 6.00, as applicable.
- 9.00 All employees of contractors/vendors/subcontractors classified in the **RED** or **YELLOW** category must provide a designated University employee with a completed daily symptom check. Employees of contractors/vendors/subcontractors classified in the **RED** or **YELLOW** category and who do not routinely meet with a designated University employee at the start of their shift must show their completed daily symptom checks to their employer, who in turn, shall confirm compliance on behalf of all such employees to the University.
- 10.00 A Visitor who is unable to comply with the foregoing requirements is not permitted on Campus, unless they are otherwise exempted under Article E and comply with the screening and testing requirements therein.

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E. Exemptions to the Visitor Procedure

- 1.00 Visitors intending to access Campus Buildings and engage in High-Risk Interactions who do not provide proof that they are fully vaccinated will not be permitted to access Campus Buildings unless they have otherwise received a medical exemption or are otherwise ineligible to be vaccinated due to their age.
- 2.00 If an individual visiting the University is not eligible for vaccination due to their age, the individual shall complete a daily symptom check (i.e. personal health attestation) through the Government of Ontario's COVID-19 self-assessment at <https://covid-19.ontario.ca/self-assessment/> no later than 30 minutes of arriving on Campus.
- 3.00 Visitors who cannot receive the vaccine due to a medical exemption will be permitted on Campus on provision of a written document, completed and supplied by a physician or registered nurse, that sets out (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason. Visitors with a medical exemption are required to show a doctor's note to a designated University employee (i.e. department chair, centre and institute director, dean, senior administrator, site supervisor) at the building access point to the location they are visiting.
- 4.00 If the Visitor is employed by a contractor/vendor/subcontractor to the University, the Visitor shall make the request for a medical exemption directly to their employer. The contractor/vendor/subcontractor shall then determine such request for accommodation and verify to the University that the Visitor has received an appropriate medical exemption and has and will comply with the testing requirements of sections 5.00 or 6.00 as applicable.
- 5.00 Visitors who are granted a medical exemption and who intend to stay on Campus less than 72 hours, must receive a negative rapid COVID-19 antigen test result, at the Visitor's expense, no more than 24 hours before being on Campus and complete a daily symptom check. The daily symptom check results and test results must be delivered to a designated University employee (i.e. department chair, centre and institute director, dean, senior administrator, site supervisor).
- 6.00 Visitors who are granted a medical exemption and who intend to stay in excess of 72 hours are required to receive ongoing rapid antigen testing, at the Visitor's expense, separated by at least 72 hours. These Visitors must complete a daily symptom check and provide proof of two negative COVID-19 rapid antigen tests per seven-day period. The daily symptom check results and test results must be delivered to a designated University employee (i.e. department chair, centre and institute director, dean, senior administrator, site supervisor).
- 7.00 Department chairs, centre and institute directors, deans, and senior administrators can also request exceptions for Visitors to come to campus for academic or non-academic purposes that are critical to the University's mission. The request shall be made to the most relevant Vice-President (e.g. an academic based request will be made the Provost & Vice-President (Academic), an operations and finance based request shall be made to the Vice-President (Operations & Finance), a research based request shall be made to the Vice-President (Research) and an alumni or advancement based request shall be made to the Vice-President (University Advancement)) who will review the request and consult with Human Resources to determine whether the request should be approved and on what conditions, if

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any.

- 8.00 **Despite anything to the contrary, patients receiving clinical care at a University operated clinic, research participants who are also clinical patients, or clients of legal clinics do not have to show Proof of Vaccination in order to attend a clinic on Campus or to participate in a research study on Campus.** An exemption is afforded based on the ethical principle of equal access to health care or legal aid without prejudice. Provided however that such individuals shall submit to COVID-19 symptom screening when attending outpatient facilities and on-campus clinics (i.e. Schulich Dentistry Clinics, Fowler Kennedy Sport Medicine Clinic, Family Practice Clinic, Community Legal Services, etc.). All screening must be done at time of arrival and be recorded.
- 9.00 **Some** exemptions to these procedures will apply in emergency situations. The University considers an emergency to be an urgent and/or critical situation, temporary in nature, which threatens or causes harm to people, the environment, University property or disrupts critical operations. Examples include: responding to power outages, freezer alarms, animal welfare concerns, repairs to major equipment that will lead to significant loss if not made immediately, medical emergency, etc. In an emergency, the service provider responding to the emergency must complete a verbal symptom check (i.e., personal health attestation) in the presence of a member of the University's emergency response team who is meeting the visitor on-site, or done over the phone with the dispatcher calling the visitor to campus. The University staff member must keep the health attestation on record, to allow for contact tracing in the event of a positive COVID-19 case.

F. Site Specific Protocols

- 1.00 Despite these procedures, Western Libraries may adopt their own protocols for use of the library facilities by Visitors, provided such protocols are more stringent than these procedures. Any protocols adopted by Western Libraries will be subject to approval of the Provost & Vice President (Academic). Non-compliance with a protocol will be deemed non-compliance with these Procedures.
- 2.00 Despite these procedures, Sports & Recreation may adopt their own protocols for use of athletic facilities by Visitors that are in alignment with OUA and public health requirements and guidelines. Any protocols to be adopted by Sports & Recreation will be subject to approval of the Provost & Vice President (Academic). Non-compliance with a protocol will be deemed non-compliance with these Procedures.

G. Resources

- 1.00 Provincial and local health regulations continuously evolve in response to the pandemic. Visit [The University's COVID-19 website](#) for the latest updates.
- 2.00 If you have further questions regarding the Procedure, please contact: visitorinfo@uwo.ca.

H. Examples of Types of Visitors

- 1.00 The following table indicates examples of certain classes of Visitors and how they are generally assessed by the University.

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Category of Visitor	Requires Indoor Access?	High-Risk Interaction?
RED		
Contractor (i.e. Construction, FM Contracted Services)	Yes	Yes
Contracted Security	Yes	Yes
Visiting Scholar/Researcher/Lecturer	Yes	Situational
International Visitor – incoming delegation, or visiting scholar/researcher/lecturer	Yes	Situational
Visiting Research Participants	Yes	Yes
Visiting Athlete	Yes	Yes
Visiting Alumni/Donors/ Prospect Donors/Volunteers	Yes	Situational
Live Activation/Promotional Vendor	Yes	Yes
Live Entertainer/Performer	Yes	Situational
Convocation Attendee	Yes	Situational
Academic Conference Attendee	Yes	Situational
Campus Tour Group Attendee	Yes	Situational
User of Canadian Centre for Activity and Aging	Yes	Situational
User of Athletic Facilities/WSRC	Yes	Yes
Varsity Game Spectators	Yes	Yes
New Horizons Band Member	Yes	Yes
Student Intern	Yes	Situational
McIntosh Gallery Attendee	Yes	Yes
Concert Attendee	Yes	Yes
YELLOW		
Access Van Drivers	Situational	Situational
Inspector/Bylaw Enforcement Officer (i.e. TSSA)	Situational	Situational
Recruitment Candidate	Yes	No
Prospective Students	Yes	Situational
On Call Contractor (i.e. elevator mechanic)	Yes	No
GREY		
User of No Contact Pickups at Libraries	Situational	No
Taxi/Ride Share Driver	No	No
Meal Delivery Driver	No	No
Transport Truck Driver (i.e. food, parcels, supplies)	Situational	No
On Call Contractor (i.e. waste management, snow plow service providers)	No	No
EXEMPTION		
Patient Receiving Clinical Care	Yes	Yes
Person Accessing Legal Aid Clinic	Yes	Situational
Persons under 12 years of age	Situational	Situational
Emergency Service Personnel	Yes	Yes