

COVID-19 Guidance: Holiday Parties

November, 2021

2020 and 2021 have been years like no other, but there is hope for more normalcy in the weeks and months ahead. For many, year-end get togethers are a way to re-connect with staff and their families and celebrate the achievements and milestones of your team. The celebrations though, don't come without risk. [Ontario Regulation 364/20: Rules for Areas at Step 3 and at the Roadmap Exit Step](#), made under The Reopening Ontario Act, 2020 is a set of rules that must be followed in an effort to mitigate that risk, such that we can safely enjoy each other's company and revel in shared accomplishments.

If you have other questions, or can think of other scenarios not captured here that apply to your function, please don't hesitate to reach out.

For the sacrifices you've made, changes you've adopted, and willingness to go the extra mile to protect your staff (and subsequently the community as a whole) – we thank you. **That in itself is reason to celebrate!**

However, wherever, and with whomever you spend the holiday season – our wish for you is health and happiness.

Warmly,

The PPH COVID-19 Enforcement and Promotion Team

Quick tips:

- Are your staff fully vaccinated? In most instances, you will need to [provide proof of full vaccination](#) to participate in indoor festive gatherings. [Fully vaccinated](#) means the person has received 2 doses (of a 2-dose vaccine) and it has been at least 2 weeks since their last dose.
- [Need to book an appointment?](#)
- In most instances, [masks will be required to be worn inside](#) at holiday parties. There are exemptions for when people are eating or drinking.

Is your event being held indoors at a private home or similar property?

O. Reg 364/20, Schedule 3, Section 1, rules for “Organized public events and certain gatherings at Step 3” apply.

- Indoor social gathering limits of up to 25 people.

Is your event being held in the common room of your apartment building or condominium?

O. Reg 364/20, Schedule 3, Section 1, rules for “Organized public events and certain gatherings at Step 3” apply.

- Indoor social gathering limits of up to 25 people.

O. Reg. 364/20, Schedule 1, Section 2, Subsection 5

- [Masks must be worn](#) if you are not able to maintain 2m from others not in your household.

Is your event being held in the common room of your apartment building or condominium AND a property manager or condominium board member will be in charge to ensure:

- Eligible guests provide [proof of full vaccine](#) status
- All guests are [actively screened](#)
- [Contact tracing will be done](#), and kept for 30 days
- A [safety plan](#) will be developed and adhered to
- All guests [wear a mask at all times](#), with limited exceptions

O. Reg. 364/20, Schedule 1, Section 4, “Rules for Meeting or Event Spaces” apply.

Capacity limits are set by the fire code, and can operate at 100% capacity with no physical distancing requirements.

Is your event being held outdoors at a private home or similar property?

O. Reg 364/20, Schedule 3, Section 1, rules for “Organized public events and certain gatherings at Step 3” apply.

- Outdoor social gathering limits of up to 100 people.
- (Tents and gazebos must have at least two [2] sides fully open to be considered outdoors. Barns, drive sheds, and other rural outbuildings do *not* count as outdoor spaces).

Is your event being held in a meeting or board room at your office – for staff only, with or without food or drink being served?

O. Reg. 364/20, Schedule 1, Section 3, rules for “Capacity limits for indoor businesses or facilities” apply.

- This can be viewed as an extension of the office, and as such, the rules for office space applies and capacity limits are set by the ability to physically distance from each other. Masks are not required if the area is inaccessible to the public, and physical distancing is maintained at all times, subject to your own workplace policies.
- Please follow provincial [guidance for meal and break periods](#).

Is your event being held in a meeting or board room, or other open space at your office – for staff and/or their partners, and children, etc. *with or without* food or drink being served AND a manager or supervisor will be in charge to ensure that:

- Eligible guests (including ones from the North Pole) must provide [proof of full vaccine](#) status
- All guests are [actively screened](#)
- [Contact tracing will be done](#), and kept for 30 days
- A [safety plan](#) will be developed and adhered to
- Guests [wear a mask at all times](#), with limited exceptions

O. Reg. 364/20, Schedule 1, Section 4 “Rules for Meeting or Event Spaces” apply.

- Capacity limits are set by the fire code, and can operate at 100% with no physical distancing requirements.

Is your event being held at a pub, bar, restaurant, meeting or event space, banquet hall, or similar food service establishment, AND facility staff are ‘in charge’?

Your staff/guests will be required to:

- Provide [proof of full vaccine](#) status at the point of entry
- Be [actively screened](#) at the point of entry
- Have their [contact tracing](#) information kept and stored for 30 days
- Abide by the [safety plan](#) requirements of that establishment
- [Wear a mask at all times](#), with limited exceptions including while eating and drinking

O. Reg. 364/20, Schedule 1, Section 4 “Rules for Meeting or Event Spaces” and O. Reg. 364/20, Schedule 2, Section 1 “Restaurants, etc.” apply.

- Capacity limits are set by the fire code, and can operate at 100% with no physical distancing requirements; please consult with the establishment to determine what their capacity is.

Is your event being held at a meeting or event space, service club, banquet hall, or church hall, etc., AND the facility is simply ‘turning the keys over’ to your group?

O. Reg 364/20, Schedule 3, Section 1, rules for “Organized public events and certain gatherings at Step 3” apply.

- Indoor social gathering limits of up to 25 people.

Additionally, you will be required to:

- Provide [proof of full vaccine](#) status at the point of entry
- Be [actively screened](#) at the point of entry
- Have your [contact tracing](#) information and kept and stored for 30 days
- Abide by the [safety plan](#) requirements of that establishment
- [Develop your own safety plan](#), indicating how you will use the space safely
- [Wear a mask at all times](#), with limited exceptions including while eating and drinking

For questions or more information, call [705-743-1000](tel:705-743-1000) or visit peterboroughpublichealth.ca/covid19