

# Gathering & Events Guidance

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BCHA



BRITISH COLUMBIA  
HOTEL ASSOCIATION

# BCHA July Board of Directors Meeting



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# Gathering & Events Guidance

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- Introduction
- Current State and Communication with the Ministry of Health
- [PHO Gatherings & Events](#)



# Gathering & Events Guidance

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## Overarching Principles

- Pre-arrival communication.
- Physical Distancing of 2M (6ft) should be observed at all times.
- Masks should be used when physical distancing is impossible.
- Servers should be wearing masks if meals are not covered.
- Temperature checks are not recommended.



# Bubbles and Cohorts

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- Work groups that regularly work together or who have been organized into bubbles or cohorts are perfectly fine to meet at your hotel.
- Distancing is not required for larger families or bubbles
- Contact Tracing will satisfy all requirements for groups of under 50.
- 50 person maximum is not changing any time soon.



# Registration / Arrivals

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- Focus on contactless administration wherever possible
- Use physical barriers when distancing is not possible
- Limit entrance and exit options *within the meeting room only.*
- Coat check suggested as self serve with sanitizer station
- Provide safety information prior to arrival
- Waivers not required



# Seating

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- Contact tracing should be kept for all events for a minimum of 1 month
- Maximum of 6 per table – physically distanced, unless delegates are in a bubble or pod such as a family gathering.
- All guests should be assigned a seat for entire event, floor plans should be kept with registration information.
- Maximum of 50 guests in a meeting room, excludes employees and vendors.



# Stations

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- Stations should follow your own hotel's cleanliness guidelines.
- Require a nearby sanitization station
- Self serve coffee stations etc. are allowed – with a sani-station





# Receptions

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- Physically distanced mingling is permitted. Not required to distance if in bubble
- Contact tracing logs must be kept
- Dance! Dance! Dance! Dancing is ok as long as all of the over arching rules are followed. Not required to enforce distancing
- Entertainment must be distanced from guests.
- When using microphones, sanitize between each use based on protocols from AV. Suggest alternating between 2 if numerous speeches



# Washrooms

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- Banquet floors have been designed for the max number of guests who would be on that floor.
- Therefore separate events may use the same restroom in a banquet floor setting.
- Bars and Restaurants are a separate guidelines from meetings and events in hotels. If shared washroom between restaurant and meeting space, ensure contact tracing.



# Next steps

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- Develop a best practices guide specific to your hotel.
- Training plan and safety training imperative for your teams, include them in developing the plan
- Ensure washroom and public space cleanliness schedule is available for WorkSafeBC check
- Review with the *entire* team at your property.
- We need to build consumer confidence, small meetings are a way forward.
- Resources are posted to [www.bcha.com](http://www.bcha.com). Information sent in Thursday's email and stay tuned for an upcoming webinar.



# Thank you

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Please stay in touch!



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