Guidelines for events
Summer 2020

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1. CONTEXT
There have been many questions about whether certain events and activities may be organised during the summer. The government announced a phased relaxation, an exit strategy, which is partly in place. However, it is not always clear what exactly is permitted and what is not. Furthermore, every authorisation will be subject to the imposed measures which can change rapidly as the Coronavirus spreads again. With this document, VUB aims to provide clarity: which events can take place and what considerations the organisers must bear in mind. Attached to this document we have provided a template on which organisers can base the scenario for their activity or event. In case of questions, you can always contact the prevention and environment service (preventie@vub.be).

2. SOURCES
https://ambrassade.be/nl/jeugdwerkzomer
www.toerismevlaanderen.be
www.horopstarthoreca.be

3. GENERAL GUIDELINES
The general and specific guidelines apply to events on campus(es) and VUB events at external locations.

- Abide by the **basic rules**: keep 1.5m apart, wash or disinfect your hands regularly, cough into your elbow, sneeze into a paper tissue, wear a face mask when you are moving indoors (mandatory) and outdoors (strongly advised, mandatory at crowdy places such as queues)
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- Did you feel ill before the start of the event (counting back at least 5 days)? Then you may not participate.
- Does a participant belong to a high-risk group? They may only take part in the event after checking with their doctor.
- To allow contact tracing, registration of participants is mandatory.
- Events must end no later than 1.00 (as in horeca).
- For summer camps, bubbles of up to 50 people are possible (see also Ambrassade website).
- Take into account and make plans for extra cleaning and ventilation of rooms and cleaning of equipment. Supply extra material to allow interim cleaning. Wash your hands before and after use or contact.
- Outdoors is better than indoors; a large indoor space is better than a small room.
- Think about emergency procedures and what to do if someone becomes ill during the event.
- Make a scenario (in which you demonstrate that you are taking the guidelines into account).

4. OVERVIEW OF EVENTS (TYPE) AND SPECIFIC GUIDELINES

<table>
<thead>
<tr>
<th>Event</th>
<th>Explanation</th>
<th>Specific guidelines</th>
</tr>
</thead>
</table>
| Summer camp| No overnight stay, activities indoors and outdoors, children and leaders. Clear guidelines, sample documents etc can be found at www.ambrassade.be | • General guidelines, see point 3  
• Up to 50 people per bubble (including leaders)  
• No contact with people (e.g. VUB staff) who are not in the bubble  
• Guidelines can be found in the protocol for sports camps at https://www.sport.vlaanderen/media/13718/protocol-voor-sportkampenkinderen.pdf |
| Sports camp| No overnight stay, activities indoors and outdoors, children and leaders. Clear guidelines, sample documents etc can be found at www.ambrassade.be | • General guidelines, see point 3  
• Up to 50 people per bubble (including leaders)  
• No contact with people (e.g. VUB staff) who are not in the bubble  
• Preferably in a self-contained location with own entry and exit and washing facilities |
| Summer camp| No overnight stay, activities indoors and outdoors, children and leaders. Clear guidelines, sample documents etc can be found at www.ambrassade.be | • General guidelines, see point 3  
• Up to 50 people per bubble (including leaders)  
• No contact with people (e.g. VUB staff) who are not in the bubble  
• Preferably in a self-contained location with own entry and exit and washing facilities |
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| Seated indoor event | PhD defence | Seated audience. Limited number of participants, depending on space. | • General guidelines, see point 3.  
• Face mask is mandatory in auditoriums  
• Create seating plan (bubbles together, others 1.5m apart).  
• Hygiene measures.  
• If drinks served afterwards: see Receptions. |
|---------------------|-------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Food & drink, seated| Barbecue    | In Etterbeek: permitted at the BBQ circle from 6 July, maximum 30 participants based on fixed furniture. Can be increased to 50 people if extra furniture is added.  
In Jette: permitted behind Tempus at the picnic tables from 6 July, maximum 12 participants based on furniture. Can be increased to 50 people if extra furniture is provided.  
Max 1 BBQ per evening. | • General guidelines, see point 3.  
• Seating plan: arrange places at the tables to allow 1.5m distancing.  
• Avoid ‘strolling’, designate 1 person per zone to move around. Food must be eaten while seated.  
• Designate 1 fixed person for food service (buffet). Only this person may touch the serving utensils etc and they must wear a face mask.  
• Chefs and servers must wear face masks and regularly wash and disinfect their hands.  
• If there is a queue, place everyone 1.5m apart.  
• There should be no snacks on the table for everyone to share (e.g. crisps, nuts).  
• Avoid multiple people touching bottles, glasses, dishes, cutlery. Try to give each person their own material and drink and clean your hands after touching something that could be touched by others. |
| (Food &) drink, standing | Receptions | Standing receptions are not permitted. Food and drink must be consumed while seated. Tables and chairs can be requested via infradesk and may be placed in the tent in aula Q (Etterbeek), behind Tempus (Jette) or elsewhere in the open air (weather permitting). | • General guidelines, see point 3.  
• Seating plan: arrange places at the tables to allow 1.5m distancing.  
• Avoid ‘strolling’.  
• You are required to use professional catering company. |
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<table>
<thead>
<tr>
<th>Event Type</th>
<th>Event Details</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are required to use a professional catering company. Arrangements may also be made with the catering services on campus or others. Maximum 50 participants, taking into consideration the distancing rules.</td>
<td>• If there is a queue (e.g. for a food truck), place everyone 1.5m apart. • There should be no snacks on the table for everyone to share (e.g. crisps, nuts).</td>
<td></td>
</tr>
<tr>
<td>Seated indoor or outdoor event</td>
<td>Graduations Authorised, with seats spaced 1.5m apart. Number of participants dependent on space, with maximum 200 participants from 1 July 2020. See also “how to organise safe graduations”</td>
<td>• General guidelines, see point 3. • Preferably in the open air. • Create a seating plan with sufficient distance (1.5m). This doesn’t apply to people who live at the same address or who are in the same bubble. • Face mask is mandatory in auditoriums • Create a circulation plan. • If drinks served afterwards: see Receptions.</td>
</tr>
<tr>
<td>Food &amp; drink, standing</td>
<td>Mobile food truck Permitted. Eating at the truck is currently not permitted, food must be taken to a table.</td>
<td>• General guidelines, see point 3. • Create a circulation plan. • Seat people 1.5m apart. • Face mask is mandatory when you leave your seat • Provide contactless payment.</td>
</tr>
<tr>
<td>Food &amp; drink, standing</td>
<td>Mobile bar Permitted. Drinking at the bar is currently not permitted, drinks must be taken to a table.</td>
<td>• General guidelines, see point 3. • Create a circulation plan. • Seat people 1.5m apart. • Face mask is mandatory when you leave your seat • Provide contactless payment.</td>
</tr>
<tr>
<td>Seated indoor event</td>
<td>Indoor concert Permitted from July with a seated audience of up to 200 people, each at 1.5m distance (number of people limited based on available space).</td>
<td>• General guidelines, see point 3. • Create a seating plan. • Create a circulation plan. • Face mask is mandatory in auditoriums</td>
</tr>
</tbody>
</table>
## Guidelines for events
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<table>
<thead>
<tr>
<th>Seated outdoor event</th>
<th>Outdoor concert</th>
<th>Examined on request. Contact PRMI via <a href="mailto:preventie@vub.be">preventie@vub.be</a></th>
<th>Food &amp; drink, seated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Meal (dinner or lunch)</td>
</tr>
</tbody>
</table>
|                      |                 |                                                        | Only permitted when using a professional catering company and in line with the horeca guidelines, available in the “guide for a safe restart of horeca”. Number of seats depends on available space. | • General guidelines, see point 3.  
  • Include this in the scenario for your event.  
  • Create a table layout plan (colleagues at least 1.5m apart).  
  • Only with professional catering company |

| Seated indoor event | Talks & lectures | Seated audience. Number of participants limited according to available space. | Indoors/outdoor Tours | Permitted, see guidelines: safety protocol for guides | • General guidelines, see point 3.  
  • Create a seating plan with sufficient distance between participants (1.5m).  
  • Create a circulation plan.  
  • Face mask is mandatory in auditoriums |

### The following events are still prohibited: cantuses, parties, events not mentioned in the above list

Events such as parties and cantuses remain prohibited either because they involve too close contact between people or involve mass gatherings, or because protocols have not yet been established. (see: [https://www.info-coronavirus.be/nl/faq/#faq](https://www.info-coronavirus.be/nl/faq/#faq))

### 5. ATTACHMENT: Event scenario template

This will be provided as a separate document

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