

Editors' Association of Canada/Association canadienne des réviseurs Public Health Guidelines

Effective date: October 2021

These are the guidelines to implement the Editors' Association of Canada (Editors Canada) *Public Health Policy*.

Applicable to in-person gatherings

As stated in the *Public Health Policy*, these guidelines apply to all in-person gatherings (e.g., meetings, events) held by Editors Canada.

Provincial and territorial jurisdiction

Provincial and territorial governments set the rules for their jurisdictions during a public health crisis. In some cases, these rules are legal requirements and at other times they may be only suggested guidance.

Municipalities often publish more detailed versions of these guidelines, tailoring them to the programs and events that occur in their jurisdiction.

The requirements or guidelines that apply to Editors Canada gatherings can often be found on government websites under the section for organizations, or under gatherings on municipal websites. In the case of staff, workplace requirements or guidelines may also apply.

Following provincial and territorial requirements

Each branch and twig must follow any legal requirements set out by the province or territory that they are in.

This also applies to any other in-person gathering that Editors Canada volunteers or staff organize.

Following provincial and territorial guidelines

If the province or territory sets out guidelines for in-person gatherings, the national executive council also expects volunteers and staff to follow those guidelines.

This expectation applies to branch and twig in-person gatherings. Note that the Editors Canada bylaw says that "The branch shall at all times be accountable to the Association's Executive Council." (Section 8.02)

Going further than provincial and territorial guidelines

There may be cases where people think their provincial and territorial requirements do not go far enough and they want to impose stricter rules for in-person gatherings. For example, a province may not require organizers to record names for contact tracing but organizers want to do that as a precaution.

In these cases, the organizers may put into place rules for gatherings that other provinces or territories require. However, if an attendee will not comply, organizers may refuse anyone admittance (members, student affiliates and non-members) and decide to terminate the gathering if they or anyone else at the gathering feels unsafe.

Privacy concerns

Regarding COVID-19, if the province or territory requires proof of vaccination or a negative COVID-19 test for people attending gatherings, organizers are free to ask for that information. Some provinces and municipalities require proof of vaccination for “meeting and event spaces,” which could apply to Editors Canada in-person gatherings.

If the province or territory doesn’t require proof of vaccination or a negative COVID-19 test, the national executive council has decided that organizers are still free to ask for that information.

In terms of collecting information for contact tracing, be sure to follow any government requirements on what needs to be collected. Follow the principles of the Editors Canada *Privacy Guidelines*. For example, collect only the information you need to collect, store it securely, determine how long you need to keep it for and have a plan for securely destroying it when it is no longer needed.

Revisions

Substantive revisions to this policy must be ratified by a vote of the association’s national executive council.

These guidelines will be reviewed every five years or as circumstances warrant.