

## Developing an Outdoor Event Policy

### sun & uv awareness

Consider developing a policy to ensure that any outdoor events hosted by the workplace are sun safe. For example:

- Prior to the event, assess the site for existing shade.
- Place registration tables, food and drinks in areas that will be shaded during the event.
- Check the UV index on the day of the event. It is especially important to take safe-sun precautions when the UV index is 3 or higher.
- Use additional shade structures such as umbrellas, awnings or tents.
- Plan special presentations, prize draws or speeches to be in areas that provide shade to participants and the audience.
- Ensure staff can rotate tasks between shaded or indoor areas and outdoor activities. Avoid having the same people exposed to the direct sun all day.
- Provide safe-sun information through volunteer and staff event registration packages, e-mails, notices and posters.
- Encourage participants to take personal safe-sun measures by providing or reminding them to wear sunglasses, hats, protective clothing, and sunscreen.

By following these guidelines, your staff, volunteers and participants will have greater protection from the harmful effects of UV rays while enjoying healthy outdoor events and activities.

**Source:** York Region, [Skin Cancer Prevention in the Workplace](#)

