

## Guidance for Event Planning

### Purpose and Scope

The following guidelines are for campus in-person gatherings under the High Level of Transmission for COVID-19. A [form](#) has been created for the campus community that must be completed before any other steps are taken. These guidelines apply to any property owned, managed and/or occupied by the University of Utah, including properties owned, managed and/or occupied by University of Utah entities in Research Park and other off-campus locations. This document offers general guidance, including specific guidance for the following:

- Non-University Organizations that Want to Rent Facilities
- Bringing Guests to Campus (Speakers, Attendees, etc.).
- Space Reservation Requirements
- Student Recruitment Related Events at the University of Utah

### Resources

There will be additional specific considerations for your event, meeting, or reservation protocol that are not captured in this document; do not hesitate to take additional safety precautions. The guidance in this document is consistent with and no less restrictive than the guidance, orders, and/or directives from university administration and guidance from the CDC, and State, County, and City officials. Please use the following resources in conjunction with this document:

- <https://coronavirus.utah.edu>
- <https://coronavirus.utah.gov/utah-health-guidance-levels/>
- Campus COVID-19 Health and Testing Questions Hotline: 801-213-2874
- General Campus Questions Hotline: 801-587-0712
- [Health guidance for all levels](#) (Utah.gov)
- [CDC Considerations for Events and Gatherings](#)
- [Office of the Registrar, Scheduling](#)

### Local Health Guidance

Salt Lake County is currently in the High Level of Transmission per State Guidance. The University of Utah is now also utilizing a Transmission Index, and is also in the High Level of Transmission. Non-essential gatherings of **10** or more people should be cancelled or postponed. If the meeting or event can occur using remote technology, it should be held remotely. The risk of COVID-19 spreading at events and gatherings should be something that event planners have knowledge of, and event planning should occur as defined by the [CDC](#) (**Lowest risk, More risk, Higher risk, Highest risk**).

### University Fall and Spring Schedule

During times periods of holiday recess, or when the University has designated universal online instruction; in person events, meetings, or gatherings (of any size) should be kept to a minimum:

- September 28<sup>th</sup> -October 11<sup>th</sup> (universal online instruction)
- The first week of Fall Semester, August 24<sup>th</sup> - 28<sup>th</sup>
- After the Thanksgiving Holiday (November 25<sup>th</sup> – December 11<sup>th</sup>)
- Holiday Recess, December 12<sup>th</sup>-January 18<sup>th</sup>
- The first week of the Spring Semester, January 19<sup>th</sup>-25<sup>th</sup>
- Non-Instruction Days: February 15<sup>th</sup> (President's Day Holiday), March 5<sup>th</sup>, April 5<sup>th</sup>

- March 1<sup>st</sup>-March 14<sup>th</sup> (universal online instruction)

### **Process for Seeking Approval for In-Person Events:**

- In person gatherings of *greater than 10 people* while campus is in the High Level of Transmission:
  - Must be reviewed and approved by the University's Incident Command Operations Branch, which will make a recommendation to the Cognizant Vice President.
- In person gatherings of *10 people or fewer* while campus is in the High Level of Transmission:
  - Deans, Directors, and/or Associate Vice Presidents should work collaboratively with the University's Incident Command to discuss safety and public health precautions.
- Due to the high risk of transmission in this level, exceptions to gather should be rare and are strongly discouraged.
- Event organizers/venues hosts should use the University of Utah [COVID-19 Event Planning Form](#) to develop a detailed plan for their gathering. This should include a rationale as to why the event (taking place in person) is mission critical to the University of Utah, a budget plan to demonstrate the ability to pay for the required risk mitigation efforts, which full time staff member will be present during the event, and research on any other in-person events occurring on campus simultaneously.
- This form can be found on [coronavirus.utah.edu](https://coronavirus.utah.edu) and upon submission, will go the University's Incident Management Team for review (Questions about the application can be directed to: [covid19-event-planning@utah.edu](mailto:covid19-event-planning@utah.edu) ).
- General Protocols for Approved In-Person Events:
  - Create a safe environment for attendees and staff with frequent reminders on distancing and hygiene including visible marketing, a thorough communication plan, and event signage.
  - Stagger start and end times, and a variety of different locations when possible.
  - Create a plan to track attendance in alignment with the University Contact Tracing Protocol (The individual's name/UNID, Department/Unit, call back number, building name and potential room numbers/ common areas frequented by the individual)
  - A 10-foot distance must be maintained between individual household groups while seated
  - Room capacity: defer to the facility expert for the "adjusted capacity" (based on airflow, space dimensions, amount of time spent in facility, etc.).
  - In person interactions should be as brief as possible and occur outside where possible.
  - If the performer/guest/attendees become(s) symptomatic or ill while on campus or within two weeks of visiting campus, the university representative should fill out the campus COVID-19 Reporting [Form](#) on their behalf.

- Campus concessions/dining/catering following appropriate guidelines as it relates to guests and all in person events.
- Consider the use of demarcated “circles” on the ground and use outdoor spaces.
- Keep groups together in the same space and maintain the same seating (assigned seats as possible) so as to decrease interactions with possible surface contamination, and aerosol transmission.
- Consider multiple sessions of the same event in different locations.
- Stay flexible in planning and have a back-up plan that includes a virtual/presence-free option.
- Guests should indicate that they are symptom free.
- If guests are symptomatic or have been exposed, they should not come to campus/the event should be cancelled.
- In addition to the guidance mentioned above, [CDC](#), [state](#), and campus level guidance, the following specific guidance applies to these four categories:

### **Non-University Organizations Who Want to Rent University Facilities**

- The University does not rent facilities or spaces to external groups while campus is in the High Level of Transmission.

### **Bringing Guests to Campus (Speakers/Performers, Attendees)**

- Addendum to Performing Artist Contracts should include/address: transportation details, cancellation for public health reasons, indemnification language if guest becomes ill, expectation to sign attestation, behavioral expectations (no crowd surfing, etc.), and other state/city/county/campus expectations.
- Attendees should be kept at least 10 feet away from performers.
- Performers should use microphones to avoid shouting, and plexiglass to separate speakers from attendees. Sanitize high touch items (including mics, earbuds, etc.) before and after use.

### **Space Reservation Requirements**

- Reservations specialists will allow at least one hour between room reservations.
- Reservations specialists should comply with existing Facilities requirements.
- The facility owner will provide guidance on the number of people to use the facility at one time.
- Tabling events should only occur outside. Tables should be 10 feet apart, include only one person per table and one visitor per table (six feet apart), adequate signage and marketing with campus guidelines, occur only in non-congested areas, and available to members of the campus community. Campus departments need to may request to engage in tabling in the same way an in-person event would be requested. \*Recognized Student Organizations need to work with [Student Leadership & Involvement](#) for tabling requests prior to approaching Campus Scheduling.
- Spaces that are used as classrooms should not be rented out for other purposes.
- Lessees should not move furniture; furniture has been set apart at a distance of 6 feet.

### **Student Recruitment Related Events**

- In-person student recruitment events will not occur while campus is in the High Level of Transmission, with the exception of (outdoor) campus tours.
- Select in-person event times of day, when fewer people (and students) are on campus.
- Tour route should avoid areas where students are in classes and areas of heavy congestion.
- Campus tour groups should not go inside university buildings.

### **Concessions**

- Campus concessions/dining/catering guidelines should be followed as it relates to guests.
- Catering and dining guidelines must be no less restrictive than county health code guidelines, including but not limited to:
  - <https://slco.org/health/food-protection/>
  - <https://slco.org/health/food-protection/temporary-food-events/>