Guidance for Event Planning

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.

- 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

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. Utilize the following resources in conjunction with this document:
  - https://coronavirus.utah.edu
  - Campus COVID-19 Health and Testing Questions Hotline: 801-213-2874
  - General Campus Questions Hotline: 801-587-0712
  - V. 4.9 Utah Leads Together Addendum
  - University of Utah Return to Campus plan
  - CDC Considerations for Events and Gatherings

Non-essential gatherings of 20 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, as defined by the CDC (Lowest risk, More risk, Higher risk, Highest risk).

During weeks in which the university has designated that it will go online only, there shall be no in-person events, meetings, or gatherings (of any size):
  - September 28th-October 11th
  - After the Thanksgiving Holiday (November 25th)
  - The first week of school, August 24th-28th

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

- In person gatherings of greater than 20 people in Moderate Level of Restriction (orange): Needs Cognizant Vice President approval (why holding this event in-person is mission-critical to the University of Utah).
- In person gatherings of 20 people or fewer in Moderate Level of Restriction (orange): Needs Dean/Director, or Associate Vice President approval.

If approved by area leadership:
- Event organizers/venues hosts should use the COVID-19 Event Planning Template to develop a detailed plan for their gathering. This should include 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 should be submitted to the University’s incident management team for review (Points of contact: stuart.moffatt@dps.utah.edu, shelby.horning@dps.utah.edu).
Additional Protocols for Approved In-Person Events:
- Stagger start and end times, and a variety of different locations when possible.
- 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 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 CDC, state, and campus level guidance, the following applies:

Non-University Organizations Who Want to Rent University Facilities
- The University does not rent facilities or spaces to external groups while in the moderate level of restriction (orange) phase.

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.
- If the performer becomes symptomatic or ill while on campus or within two weeks of visiting campus, the university representative should fill out this form on their behalf.
- Campus concessions/dining/catering guidelines should be followed as it relates to guests.
- 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.
- 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.
- 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.).

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.
- In person interactions should be as brief as possible and occur outside where possible.
- 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.
- Spaces that are used as classrooms should not be rented out for other purposes.

Last updated: September 4, 2020
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 in the moderate level of restriction (orange) phase, with the exception of (outdoor) campus tours.
- Select in-person event times of day, when less 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](https://slco.org/health/food-protection/) 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/)