



## COVID-19 General Campus Event Policies

Updated 9/3/2020

Effective September 1, 2020 and until rescinded, these policies shall be in place to guide event planning and execution.

Campus should utilize a risk mitigation and safety process while planning and executing on-campus events to minimize the potential exposure and transmission of COVID-19 to our students, faculty and staff. Unless expressly stated these policies will apply to all University owned facilities and spaces.

It is required that:

- All campuses suspend third-party usage of campus space through December 31, 2020 to ensure the necessary focus and support on campus operations and minimize additional risk potential.
- All events both on-campus, off-campus and outdoors shall require attendees to wear an approved face covering while attending or participating. This includes approved outdoor information tables/booths.
- The only spaces available for campus events are the University Union, Kress Event Center and Weidner Center for the Performing Arts. All areas in academic space will not be made available for reservation.
- Campus will utilize a process to facilitate a COVID-19 Event Risk Assessment for on-campus events. This would categorize events into potential high, moderate, and low risk categories.
- Any on-campus events or performances for students should include a streaming option where able, to allow for the inclusion of all students while mitigating possible transmission risk.
- Campus will provide a training module for Event Planners and Event Health & Safety Monitors that reviews campus expectations for having safe events.
- There will be standard language for event planners to share with off-campus guests coming to on-campus events. This language should include current health and safety guidelines as well as campus instructions on compliance. This process should also include guidance on how to respond to unwilling to comply with COVID-19 policies.
- The following areas develop and publish facility specific detailed capacity guidelines for event spaces including Kress Event Center, Weidner Center for the Performing Arts, University Union and Campus Facilities. This information should be posted online at <https://www.uwgb.edu/coronavirus/> for proper communication to all users and guests.



- All campus events must include some method of recording event attendance in the event that contact tracing needs to be conducted. See event contact tracing suggestions below.
- Campus prohibits any potluck-style food events for the 2020-2021 academic year.
- All events on-campus that include food must utilize University Dining & Catering or an approved licensed off-campus vendor and food items must be individually packaged. The following commonly shared food (pizza, buffets, build your own sandwiches or common snacks) are not permitted.
- All meeting room locations on-campus have a COVID-19 maximum capacity utilizing the 6-foot social distancing guideline (35 sq/ft per attendee) posted online at <https://www.uwgb.edu/coronavirus/> for reference.

### Off-Campus Events

- All UW-Green Bay sponsored or coordinated events off-campus should follow all applicable on-campus health & safety guidelines.
- Events held off-campus must follow any additional guidelines of the hosting location.
- Off-campus events should designate an Event Health & Safety monitor who would be present and responsible to ensure hand sanitizer and disposable masks are available for event attendees if not provided by host location.
- Post required event signage (see Appendix A) or visit <https://www.uwgb.edu/coronavirus/>.

### Event Contact Tracing

- Event Health and Safety Monitors maintain a seating chart to note proximity awareness
- Use calendar invites to track small meetings
- Take attendance at large meetings
- Utilizing existing systems to record event attendees (hardware/software)
- Large events can utilize on-campus technology to record event attendance (Blackboard Transact MF4100)



## COVID-19 Event Risk Assessment

**Campus Event Priorities** – Campus may prioritize event approvals based on the following

1. Supporting the academic mission
2. Enhancing the student experience
3. Campus & community partnerships
4. Third party campus events

The campus will utilize a tool to assess the COVID-19 risk of transmission an event may have based on stated criteria.

### Event Risk Assessment – General Guidelines

	Low Risk
General Guidelines	<ul style="list-style-type: none"><li>- Has 10 or less participants</li><li>- Can utilize a standard room layout allowing for social distancing guidelines</li><li>- Participants are stationary during event</li><li>- There will be no food present at the event</li></ul>
Event Review	<ul style="list-style-type: none"><li>- Event must follow the COVID-19 Event Policies as determined by campus</li><li>- No additional approvals needed</li></ul>

	Moderate Risk
General Guidelines	<ul style="list-style-type: none"><li>- Has more than 10 participants and less than 50 and will use less than 25% capacity of the event space</li><li>- Can utilize a room layout allowing for social distancing guidelines</li><li>- Participants may require movement during the event to participate</li><li>- Event may have food or catering present</li></ul>
Additional Requirements	<ul style="list-style-type: none"><li>- Must include a faculty or staff member as an Event Health &amp; Safety Monitor who will be present during the event</li><li>- A Facility Action &amp; Safety Plan must be completed</li></ul>
Event Review	<ul style="list-style-type: none"><li>- Must be reviewed no less than 30 days before event date</li><li>- Event must be reviewed by facility operator and event planner</li><li>- Branch campus events are reviewed by branch campus CEO's in consultation with their facilities and main campus health &amp; safety contacts</li></ul>



	<b>High Risk</b>
General Guidelines	<ul style="list-style-type: none"> <li>- Has more than 50 participants and less than 250               <ul style="list-style-type: none"> <li>o Will use less than 25% capacity of the event space</li> </ul> </li> <li>- Event setup require a review and waiver of social distancing requirements</li> <li>- Participants may require movement during the event</li> <li>- Event may have food or catering present</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>- Must include a faculty or staff member as an Event Health &amp; Safety Monitor who will be present during the event</li> <li>- A Facility Action &amp; Safety Plan must be completed</li> </ul>
Event Review	<ul style="list-style-type: none"> <li>- Must be reviewed no less than 60 days prior to event date</li> <li>- Event must be reviewed by the Event Risk Assessment Committee with a recommendation forwarded to Chancellor's Cabinet</li> <li>- Must include a faculty or staff member to serve as an Event Health &amp; Safety monitor who will be present during the event</li> <li>- A Facility Action &amp; Safety Plan must be completed</li> <li>- Branch campus events are reviewed by branch campus CEO's in consultation with their facilities and main campus health &amp; safety contacts and approved by Chancellor's Cabinet</li> </ul>
Review Criteria	<ul style="list-style-type: none"> <li>- Campus event priorities</li> <li>- Impact on campus health &amp; safety</li> <li>- Ability to mitigate risk</li> </ul>

The following events are not advisable as long as these policies are applicable:

- Events with more than 250 participants
- Events with greater than 50 participants and using greater than 25% location capacity
- Events that are live performances that may have a higher risk of transmission
- Events that include games or activities that require or encourage standing around, congregating, or shared materials. This would include things like board or recreational games, bouncy houses, ball pits, and shared dance floors (not for performances).

Additional criteria for determining event risk should use the following:

- Duration of event
- Inclusion of off-campus guests
- Will there be food at the event
- Anticipated traffic patterns and event flow



- Ability to clean event space before, during and after the event
- Potential to inadvertently promote or facilitate large gatherings of people

#### Possible event requirements

- Temperature checks of guests and attendees
- Use of additional sanitizer stations
- Use of traffic guides or stations to assist with traffic flow
- Use of social distancing of greater than 6 ft. to further mitigate possible risk
- Bathroom access and cleaning schedule

#### **COVID-19 Event Risk Assessment Committee**

Purpose: To review potential high and moderate risk events to develop an action plan to provide guidance on having the event safely or not having the event due to safety concerns. Because each facility and event are unique, each circumstance should be reviewed individually following the general campus COVID-19 guidelines. The committee is encouraged to provide guidance within one-week of review if possible.

Potential members can include but are not limited to:

- Event planner/representative
- Member of the campus COVID-19 Health & Safety Taskforce
- Representative from the University Police
- Representative from event facilities: Campus Facilities, Kress Event Center, Weidner Center for Performing Arts & University Union

#### **COVID-19 Event Waiver**

Events may formally request to receive a COVID-19 event waiver to campus Event Risk Assessment Committee who will provide a recommendation to campus administration. This waiver would apply to any event that does not meet the traditional event categories of low, moderate or high risk. A Facility Action and Safety Plan must be completed and submitted along with the request.



## Role of Event Health and Safety Monitor

The training link can be found at <https://www.uwgb.edu/union/forms/> under COVID-19 Event Resources.

### Before the Event

- Review facility guidelines for COVID-19 events
- Review UW Green Bay's Coronavirus website for updated information and guidance <https://www.uwgb.edu/coronavirus/>
- Advise event attendees to stay home if feeling ill

### During the Event

- Be present to monitor and enforce current health and safety guidelines including social distancing during the event
- Be a resource for questions regarding prevention measures
- Display required signage reminding participants of campus expectations
- Encourage handshakes to be replaced with greetings that do not require person-to-person contacts
- Ensure hand sanitizer and masks present and available for event attendees [off-campus events]

### After the Event

- Maintain list of event attendees to assist with contact tracing if needed

## COVID-19 Facility Action and Safety Plan

The Facility Action and Safety Plan is a document that will be used to assist the campus in approving and planning events by reducing and mitigating as much risk as possible. The Facility Action and Safety Plan document should be used to gather information and develop a plan to have a safe event on-campus.

Facility Action and Safety Plan should contain:

- Approved seating charts that observe social distancing
- A description of event logistics
- Statement of purpose on why this large event must occur, including academic mission or student success impact
- Any special considerations or actions needed to maintain proper social distancing during the event





## Appendix A. Required Signage

Also found online at: <https://www.uwgb.edu/union/forms/>



**ALL PARTICIPANTS IN ANY EVENT TAKING PLACE AT THE UNIVERSITY OF WISCONSIN-GREEN BAY WILL BE REQUIRED TO ADHERE TO THE FOLLOWING:**

### **Physical distancing**

An individual must keep an appropriate distance between themselves and others at a distance not less than six (6) feet:

- Maintain a minimum of six (6) feet of separation from other people (about two (2) arm's lengths) at all times
- Do not congregate with individuals who are not with the group who you arrived with

### **Face coverings**

Face masks or face coverings must be worn by all individuals present on campus when in the presence of others

### **Cleaning and Hygiene**

- Individuals in University buildings shall adhere to posted recommendations regarding hand-washing, cleaning and personal hygiene
- Individuals shall use the resources provided to comply with this requirement

**FAILURE TO COMPLY WITH THESE POLICIES SHALL RESULT IN THE REMOVAL OF THE INDIVIDUAL FROM PARTICIPATION IN THE EVENT, AND MAY BE SUBJECT TO ACTION UNDER 21.06(3) UWS WIS.ADMIN.CODE.**

For any event which an individual registers in advance the registration material must include the following statement:

### **COVID-19:**

Based on the COVID-19 Public Health Emergency and under the authority of UWS 21.06(3) Wis.Adm.Code the all individuals who access to all buildings on all University of Wisconsin-Green Bay campuses shall comply with all requirements to minimize the risk of COVID-19 infection, specifically;

- that I have performed a self-assessment and by participating I attest that I do not have, nor within the last 72 hours have had any flu-like symptoms
- at all times while participating in the activity shall wear appropriate face coverings
- to the extent possible based on the activity exercise proper social distancing of 6 feet between yourself and all other participants
- implement all hand-washing and cleaning materials provided and comply with directives given by the facilitators of the event regarding cleaning and hygiene

*I understand that while strict adherence to the above requirements will minimize my risk of COVID-19 infection, nothing within control of the University can prevent COVID-19 infection. By participating in this event, I acknowledged the inherent risk of COVID-19 infection and agree to hold harmless the Board of Regents of the University of Wisconsin System d.b.a. UW Green Bay, all agents, officers and employees from any COVID-19 infection which may stem from my participation in this event. Such agreement is inclusive of any additional acknowledgement of risk and hold harmless agreements which I have entered into as a condition of my participation in this event.*

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## Appendix B. Event Review Process Diagram

