**Overview:**

In keeping with State Guidance for Higher Education, it is required that event sponsors consider converting events to remote/virtual whenever possible.  Business-related events should only be conducted when the purpose is best served by an in-person engagement. It is the responsibility of the UCR department sponsoring and/or hosting the event to comply with the requirements listed below and by following UC Riverside, UC Office of the President, California Department of Public Health, Riverside County, and Center for Disease Control and Prevention (CDC) guidelines.

**Definitions:**

* **University-Sponsored Event**: Any event that is held either on campus or at an off-site venue that is sponsored, co-sponsored, and/or funded by the university.

**Recommendations:**

COVID-19 preparedness is an evolving situation and, should the situation change, UCR will issue additional guidance regarding events/gatherings. Please let your participants know that you might need to cancel at the last minute and that they should consider making contingency plans. Individual departments and campus units may cancel specific events/gatherings at their discretion for business reasons or if they anticipate significant cancellations.

**Process for Requesting Approval**

All meetings and events must be approved by their respective Unit Head in advance of the meeting or event. For space reservations, follow the same reservation process used prior to the pandemic.

**Gathering Parameters and Occupancy Limits For more information, refer to** [**Campus Planning Framework**](https://campusreturn.ucr.edu/planning-framework)**.**

**Guidance for all Events/Gathering Regardless of Attendee Count (see planning framework for the most up to date guidelines for indoor and outdoor gatherings) :**

* **All event planners should consider the use of online technology for small meetings and events if it is feasible (e.g., teleconferencing, Zoom, Teams, etc.).** When not feasible, event planners are responsible for the following preventative measures:
  + Notify participants that events can be canceled at any time, depending on how the pandemic evolves.
  + Design events to ensure proper social distancing and maintaining physical distancing between attendees
  + Design events to ensure easy access to restroom facilities with sinks and/or alcohol-based sanitizer for proper hand hygiene for all attendees.
  + **Maintain an attendance list** of the meeting or event that includes names and contact information (phone number and/or email) for one month.
  + Adhere to [campus](https://campusreturn.ucr.edu/sites/g/files/rcwecm4671/files/2021-04/UCRCOVID19%20PreventionPlan4132021.pdf) face covering guidance. Provide face coverings to those who do not bring their own.
  + Ensure event/gathering spaces and high-touch areas are cleaned after each event.
  + Ensure that non-local attendees review and adhere to [UCR travel restrictions](https://ehs.ucr.edu/coronavirus/travel).
* For a gathering of any size, remind attendees that if they have any COVID-19 symptoms, including any respiratory symptoms or are feeling unwell in any way, they should not attend the meeting or event. If attendee begins to feel unwell while attending the event/gathering, Event Planners must ask the individual to leave the premises. If attendees test positive after attending the event, attendees should notify the COVID-19 Wellness Hotline at (844) 827-6827.
* Consider moving events to larger venues to maintain proper distancing between tables, chairs, etc.
* Consider modifying or postponing high-touch, hands-on activities.
* When food and drinks must be provided, use individually wrapped items like bag lunches, individual water bottles, etc. Do not serve food where multiple hands will touch the food or serving utensils (e.g., buffet style, fruit platters, etc.). If buffet style dining is offered, food and drink must be served to guests (no self-service) and all guests must maintain physical distancing and face coverings. Event attendees and workers are only permitted to eat and drink in designated areas. For more information on catering options, refer to [Dining Services](https://dining.ucr.edu/catering).
* Position venue room doors open and tightly control entry and exits to prevent concentrations of people at entry and exit.
* Consider density of guests in common spaces and bathrooms related to the event site when planning the event.
* Consider assign seating to control mixing and permit physical distancing of at least 6 feet between people.
* Departments consisting of staff working on-campus that are gathering for critical/fundamental business purposes and/or trainings must have the following:
  + Department has an approved worksite specific plan (WSSP) on file with EH&S.
  + All employees participating in the gathering have completed UCR-required COVID-19 Prevention training and the daily wellness survey.
  + All campus-wide COVID-19 guidance is adhered to for the duration of the gathering (face coverings, physical distancing, disinfecting/sanitization measures, etc.)
* Event planners are fully responsible for additional costs associated with Facilities Services, venue management and any other fees required for COVID-19 event safety such as, but not limited to, extended cleaning services, testing, security, staffing, etc.
* Utilize this guideline complete the required risk assessment and physical space assessment to ensure all COVID-19 prevention measures stipulated in this guidance are achieved.
* All events must follow existing [campus policies](https://fboapps.ucr.edu/policies/).
* **EXCEPTIONAL APPROVAL:**OFF-CAMPUS UNIVERSITY-SPONSORED EVENTS

At this time, off-campus university-sponsored events are not permitted unless express permission from Campus Executive Leadership. Complete this form which will be routed to the appropriate office for approval.

NON-UNIVERSITY SPONSORED EVENTS

UCR may host events operated by an external organization on a limited basis, only with the express permission from Campus Executive Leadership. Complete this form which will be routed to the appropriate office for approval.

**Responsibilities:**

1. **EVENT PLANNER:** TheEvent Planner is responsible for ensuring COVID-19 prevention measures outlined in this guidance is followed and obtaining approval for the event/gathering from Unit Head.

**Obtain approval.**  The Event/Gathering must be approved by Unit Head before the event/gathering can take place.

**Submit a Reservation.** Submit a space reservation via the same process before the pandemic.

**Share the Plan.** Share expectations with event/gathering attendees.

**Implement the Plan.** All Event Planners will be responsible for conducting periodic **compliance monitoring** measures such as spot checks of approved spaces to ensure that practices are compliant with this guidelines.

1. **UNIT HEADS:** All Unit Heads must assess the necessity for the event/gathering and ensure the plans meet COVID-19 prevention plan requirements. Units Heads must also be prepared to address compliance issues associated with not following approved plans.
2. **ATTENDEES: All attendees must be made follow all COVID-19 prevention measures. All attendees including staff** must familiarize themselves with this guideline and follow the COVID-19 prevention plan procedures.

**All events/gathering must be complete this checklist and obtain approved by their respective Unit Head in advance of the meeting or event.** For space reservations, follow the same reservation process used prior to the pandemic.

**For spaces without a formal reservation process, complete the Checklist and Appendix A to provide information about the event/gathering.** Review <https://ehs.ucr.edu/coronavirus> for additional details and tools.

Due to current staffing limitations, when requesting Facilities Services assistance for event support, please note work order processing may take longer than usual. Work orders may be submitted at <https://facilities.ucr.edu/requests>.

**Planning Items (check all that apply):**

Assess space for the ability to meet social distancing guidelines as outlined in the [UCR COVID-19 Prevention Plan](https://campusreturn.ucr.edu/sites/g/files/rcwecm4671/files/2021-04/UCRCOVID19%20PreventionPlan4132021.pdf) and the [UCR Planning Framework](https://campusreturn.ucr.edu/planning-framework) .

Limit the number of attendees in buildings, rooms, or other general areas at any one time to easily maintain at least six-feet distance from one another at all possible times. This may require coordination with other building occupants and building managers.

Ensure department has an approved [Worksite Specific Plan](https://ehs.ucr.edu/coronavirus/worksite_specific_plan) on file with EH&S.

**Action Items (check all that apply):**

Inform all attendees to:

Complete the [Wellness Survey](https://ehs.ucr.edu/coronavirus/symptoms-tool) before coming to campus to attend the event or gathering. Provide guidance to attendees that clearance can be shown by phone to Event Planner at the venue entrance, or for [non-UCR affiliates completing the Wellness Survey](https://ehs.ucr.edu/document/covid-19-non-ucr-affiliate-guide), indicate the event planner name and email as the supervisor when prompted.

Wear face coverings while on campus.

Maintain at least six feet distance from others throughout the duration of the event or gathering.

Stay home if they have any COVID-19 symptoms, including any respiratory symptoms or are feeling unwell

Complete [COVID-19 Prevention](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D401911%26UserMode%3D0) online training via [UC Learning Center](https://ucrlearning.ucr.edu/) prior to returning to work (faculty/staff).

Refrain from sharing items such as pens, phones, etc. If sharing is unavoidable, Event Planners will provide disinfectant wipes to participant after using shared items.

Event Planner will:

Ensure high-use areas are disinfected between each use. Provide disinfectant kits with wipes that are effective against COVID-19 for high-use areas.  See the [Facilities Services website](https://facilities.ucr.edu/fs-campus-return-support-information) to obtain disinfecting kits. To order additional disinfecting supplies, visit this [site](https://facilities.ucr.edu/document/disinfecting-supply-vendors-final). If using other supplies, please provide the manufacturer, product name and EPA Number. Click or tap here to enter text.

Instruct all personnel who use campus owned vehicles to follow the vehicle safety procedures. (<https://ehs.ucr.edu/document/covid-19-shared-vehicle-guidance>)

Monitor areas to ensure everyone maintains at least a six-feet distance and is wearing face coverings.

Maintain a list of participants and contact information to provide during case investigation.

**Department/Event Host Comments**

Describe any additional safety measures that your department will use during the event (potential safety measure include floor markings for social distancing for non-managed venues, limiting activities to outdoors, making face coverings available for attendees, etc.) The Operations Continuity Workgroup and EH&S can assist in developing more specific plans, if needed. Contact [ehspublicheatlh@ucr.edu](mailto:ehspublicheatlh@ucr.edu) for assistance.

Click or tap here to enter text.

**Event Planner Signature:                                                                                   Date:**

**AUTHORIZED UNIT LEVEL ACKNOWLEDGEMENT**

**UNITS HEADS:** All Unit Heads of the Event Planner must assess the necessity of the event/gathering and ensure the event/gathering meet the COVID-19 prevention plan requirements. Unit heads must also be prepared to address compliance issues associated with not following approved plans.

I have verified that the Event Planner has:

1. Obtained approval for the event;
2. Adequately justified the need to host an event or gathering at this time
3. Ensured/Will Ensure:
   1. Participants have been informed on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them;
   2. Implementation of the individual control measures and screenings;
   3. Implementation of the disinfecting protocols; and
   4. Implementation of the physical distancing guidelines

**REVIEWED BY and DATE:**

Unit Head’s Name and Title: Click or tap here to enter text.

Unit Head’s Signature: Date:

**Appendix A**

**Attach the appendix to the checklist for Unit Head signature. Forward copy of signed forms to** [**ehspublichealth@ucr.edu**](mailto:ehspublichealth@ucr.edu)

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment Date:** |  | **Department Hosting Event:** |  |
| **Event Name:** |  | | |
| **Event Planner (Name, Title):** |  | **Event Planner Email/Phone #:** |  |
| **Event/Gathering Date:** |  | **Event/Gathering start and end time:** |  |
| **One time or recurring event?** | One-time event  Recurring Event Please provide additional dates (if known): | | |
| **Event/Gathering Location (Outdoor, Building/Room)**  If multiple locations list all spaces. | Building:  Room Number:  Outdoor locations: Click or tap here to enter text. | | |
| **Crowd Density (Event Space Occupancy)** see campus planning framework for current maxes |  | | |
| **Reservation #** if applicable**:** |  | | |
| **Justification for Event/Gathering:** | 1. Please describe the critical nature of the event/gathering activities, the necessity of this event/gathering on campus, and justification for why this event/gathering cannot be held virtually.   Click or tap here to enter text.   1. If state guidance or campus policy change, how will you communicate the changes to event/gathering attendees?   Click or tap here to enter text. | | |
| **Hand Hygiene:**  Please outline information about hand hygiene during the event. | Restroom with sink/soap Location(s) Click or tap here to enter text.  Hand sanitizing station Location(s) Click or tap here to enter text.  Portable handwashing sink/soap Location(s) Click or tap here to enter text  Other Click or tap here to enter text. Location(s) Click or tap here to enter text | | |
| **Cleaning/Disinfecting Plan:**  Please outline your cleaning plan before, during and after the event/gathering | Click or tap here to enter text | | |
| **Setup/Tear Down and/or additional goods or services** | Department will manage setup/tear down  Event Management Staff to manage setup/tear down  A request for Facilities Services will be submitted for setup/tear down assistance  An off-campus vendor will be providing setup/tear down assistance  Other: | | |
| **Food Service Plan** | No food or drinks will be served  Food and/or drinks will be served by UCR Dining and Hospitality Services  Other: | | |
| **Event/Gathering Type** | Social, informal gathering    Meeting    Conference  Training  Other (Please describe): Click or tap here to enter text. | | |
| **Event/Gathering Size and Attendee Information:**  **How many individuals will be attending the event/gathering, including yourself?** *Please do not include names and contact information on this form.* | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Total # of Attendees (including yourself) |  | Total # of non-UCR guests |  | Are attendees traveling from local/state/  nationwide/  international? |  | Total # of Support Staff (including Venue Management staff, Facilities Services staff, etc) |  | | | |