

# **UC RIVERSIDE** **EVENT/GATHERING SAFETY CHECKLIST**

Published date 7/30/21

## **Overview:**

This checklist is a guidance document to assist event planners consider COVID-19 prevention precautions in order to successfully host an event/gathering. It is the responsibility of the UCR department sponsoring and/or hosting the event to consider the following items and follow UC Riverside, UC Office of the President, California Department of Public Health, Riverside County, and Center for Disease Control and Prevention (CDC) guidelines. Review <https://ehs.ucr.edu/coronavirus> for additional details and tools.

## **Planning Items:**

- Consider the use of online technology for small meetings and events if it is feasible (e.g., teleconferencing, Zoom, Teams, etc.).
- Review the campus [UCR COVID-19 Prevention Plan](#).
- Ensure department has an approved [Worksite Specific Plan](#) on file with EH&S.
- Notify participants that events can be canceled at any time, depending on how the pandemic evolves.
- 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](#) 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 guidance](#).
- 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 adhere to campus face covering guidance. For more information on catering options, refer to [Dining Services](#).
- Instruct all personnel who use campus owned vehicles to follow the vehicle safety procedures. (<https://ehs.ucr.edu/document/covid-19-shared-vehicle-guidance>).
- All events must follow existing [campus policies](#).

## **Inform all attendees to:**

- (Faculty/Staff/Students): Complete the [Wellness Survey](#) 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. For visitors (non-UCR affiliates), if event planners prefer to have [non-UCR affiliates complete the Wellness Survey](#), then indicate the event planner name and email as the supervisor when prompted.
- Wear face coverings in accordance to [campus requirements](#). Check the campus requirements for face coverings as they may change.
- Stay home if they have any [COVID-19 symptoms](#), including any respiratory symptoms or are feeling unwell. If attendee begins to feel unwell while attending the event/gathering, Event Planners will 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.
- Faculty/Staff/Student Employees: Complete [COVID-19 Prevention](#) online training via [UC Learning Center](#) prior to returning to work.  
Students: Complete COVID-19 Prevention online training via [UCR iLearn](#) prior to returning to campus.