



Planning for Safe Events during the Pandemic

Over summer 2020, campus approved use of our spaces according to instructional needs, and under the strict conditions of new room arrangements and occupancy limits. Any student, staff, or faculty event that takes place outside of these approved arrangements and limits, whether on or off campus, will require new review and approval. Any plan inviting guests from outside our staff, faculty, or students will also require review.

In these cases, campus leadership expects the development of an approved **Safety Management Plan** to ensure the best possible application of public health expertise toward compliance with state expectations. The following guidance draws from the conclusions of the COVID-19 Return to On-Campus Operations Community and Public Engagement Committee.

1. An approved Safety Management Plan is required for all events organized by campus departments and external groups, including Registered Student Organizations.
2. Meetings, programs and events are limited to the lesser of 50 persons OR the previously approved room/space capacity.
3. No later than ten (10) business days prior to an event – and sooner if possible – submit a completed FAA Event Safety Management Plan Worksheet (attached) to the college designated official(s) (Paul Redman and Greg Anderson) including space diagrams.
4. Plans may require campus review prior to approval.
5. The Designated Official must approve the Safety Management Plan before any event can take place.

Please use the template located at <https://go.illinois.edu/EventSafetyPlanTemplate> to create a **Safety Management Plan** that includes:

- a. Meeting/Program/Event name, date, time, & location (recurring events require one submission).
- b. Name of Department(s) or Organization(s) Sponsoring the Meeting/Program/Event.
- c. Name and Contact Information of Person Responsible for the Meeting/Program/Event.
- d. Meeting/Program/Event details (i.e. speaker, performer, what activities will take place).
- e. Anticipated Attendance (If this is a drop-in or rotation event, provide a total overall and maximum attendance at one time).
- f. Method for registering and tracking attendance for purposes of contact tracing by CUPHD – either through a course roster or other means.
- g. List must be kept for a minimum of 30 days post event by sponsoring department/organization.
- h. Description of Safety Protocols (face covering requirement, space setup description/diagram, staffing, WSA trained staff to check App status, plans for ensuring the safety of attendees, including social distancing, signage, seating, entry and exiting, etc.).
- i. Will this event have a virtual component?
- j. Catering/Food Service plans, including contact information for the caterer.

Where plans involve food, catering and food handling safety policies apply. In addition, if food is offered at any meeting, program or event, it should be in individual servings (e.g., pre-made plates, pre-packaged boxes or bags) for each attendee. In addition:

- Food should not be served as a buffet or family-style meal
- Use of disposable food service items (e.g., utensils, dishes) is recommended
- Consider the safety of individuals with food allergies
- Provide hand-washing options and/or hand sanitizer for attendees.

Contact Paul Redman with questions about this process or the template.