*This template is a sample. Organizations are not required to follow the exact formatting of the template; however, Safety Plans should cover all the key areas outlined in the template.*

SAFETY PLAN FOR {insert event name}

**EVENT INFORMATION & OVERVIEW**

* Permit #:
* Organization Name:
* Event Date:
* Location and Maximum Capacity:
* Event Description:
* Event Purpose/Goal:
* Timeline:
  + Setup:
  + Doors open (if applicable):
  + Event Start:
  + Event End:
  + Clean Up:
* Attendance: Include anticipated number and type of audience. If the audience will arrive in shifts, include the shift times and number of attendees scheduled for each shift.
* Collaborating Organizations and/or Departments (if applicable):
* Event Contacts, including name, email, and phone # and list of responsibilities at event:

**EVENT MANAGEMENT**

* Registration/Check-in: Describe your organizations plan for registration/check-in of event attendees and overall attendee traffic flow. Contactless methods are strongly encouraged.
* Contact rosters including name, email address, and phone number must be maintained for 30 days following the event for contact tracing, if needed.
* Food & Beverages: Indicate whether food and/or beverages will be available at the event and whether there will be a designated dining area separate from the overall event. Include food service safety measures that will be incorporated by both the vendor (if applicable) and the student organization. Review the [COVID Catering Guidelines for Event Planners](https://businessservices.ufl.edu/services/catering/event-planners-departments/) for the safe offering of food and beverage services.
* Event Activities: Describe any activities occurring during the event and indicate what, if any, safety measures will be implemented for each activity. All planned event activities and safety measures must be described in detail.

**GENERAL SAFETY PLAN**

* The University of Florida [EVENT PLANNING AND SAFETY GUIDE – COVID-19](https://businessaffairs.ufl.edu/wp-content/uploads/UFEventPlanningSafetyGuide-COVID-19.pdf) will be used as the guiding document in the management of this event.
* Attendees/participants, presenters/performers, members, and volunteers will be required to wear face coverings.
* Physical distancing of at least 6’ must be maintained.
* Indicate how seating will be arranged and physical distancing encouraged.

**HEALTH & SAFETY**

* Individuals should not report to the event if they are experiencing any of the following COVID-19 symptoms:
  + Persistent cough
  + Temperature of 100.4 degrees Fahrenheit or higher. No one should report to the event site within 48 hours of exhibiting a fever.
  + New loss of taste/smell
  + Fatigue
  + Muscle or body aches
  + Headache
  + Shortness of breath or difficulty breathing
  + Sore throat
  + Congestion or runny nose
  + Nausea or vomiting
  + Diarrhea
* All individuals must always wear approved face coverings. Masks with exhalation valves or vents are prohibited because they do not provide protection to others. Neck gaiters and bandanas should not be worn unless no other face covering is available. It is recommended that organizations have a supply of disposable face coverings available for attendees that do not have one.
* Include any additional health & safety measures the organization will implement

**CLEANING & SANITIZATION**

* Describe access to soap/water and/or hand sanitizer
* Describe any cleaning/sanitization protocols for equipment and/or event materials

**COMMUNICATION PLAN**

* Before the event: Include information about any messaging in email or on social media about the event options and protocols. Include the actual message sent or a draft the organization is currently creating.
* During the event: Include information about signage plan and any verbal announcements/reminders that will occur. Include the actual message sent or a draft the organization is currently creating.

**Safety plans should be saved as a PDF file and emailed to** [**ufba-events@ufl.edu**](mailto:ufba-events@ufl.edu) **or uploaded to your permit in GatorConnect.**