



**We Wear  
Masks Here**

**UF** | UNIVERSITY *of*  
**FLORIDA**



**Screen. Test. Protect.**

**Caring for our campus community — together**



## **Screen. Test. Protect.**

**Caring for our campus community — together**

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## **Approval and Implementation**

This information for Event Planning and Safety has been prepared by the Event Safety Sub-Group as part of the University of Florida Safe Practices Task Force. It provides essential updates for organizing safe events at the University of Florida within the *Campus Events and Gatherings Policies in response to COVID-19*. It is subject to revision as needed to respond to university and government public health updates in the changing context of the COVID-19 pandemic.

## **Monitoring and Enforcement**

Event organizers and venue managers are responsible for monitoring and enforcing safety and health measures for events and gatherings, specifically including the face covering and physical distancing requirements. In particular, people not wearing a face mask or covering are to be asked to put one on or leave the area to help maintain the safety of our staff, faculty, and students.

## **Compliance, Liability, and Indemnification**

Non-UF persons, groups, and organizations utilizing University Properties for in-person activities accept responsibility for complying with these policies, and shall indemnify, defend, and hold harmless the University from any and all claims or liabilities the University may incur related to any non-compliance by non-UF persons, groups, and organizations.

## I. Introduction

Organizers hosting events in University of Florida facilities always take responsibility for the planning, safety, and success of their events. Today is no different – and now there is the added public health concern of the COVID-19 virus. The COVID-19 pandemic presents [significant risks](#) to the health and safety of the University of Florida community. However, recent guidance suggests that there are [effective strategies to manage the risks](#), and [keep the community safe](#).

University of Florida’s Event Permitting Process remains the same:

- UF Student Organizations submit event/permit requests through the [GatorConnect Event Permitting System](#), and work with the Office of Event Services, and venue managers, to plan a successful event;
- Requests for events and gatherings at any UF/IFAS-managed venue require UF/IFAS administrative approvals by local UF/IFAS leadership, with further approvals up to the relevant UF/IFAS Dean – a prerequisite of any additional university-required event or permit approvals managed by the Office of Business Affairs through the Business Event Permitting System;
- Requests for events at these venues should be directed to the venue –
  - Austin Carey Forest Campus ([www.sfrc.ufl.edu/forestcampus](http://www.sfrc.ufl.edu/forestcampus))
  - Emerson Alumni Hall ([www.uff.ufl.edu/eah](http://www.uff.ufl.edu/eah))
  - Florida Museum of Natural History ([www.floridamuseum.ufl.edu](http://www.floridamuseum.ufl.edu))
  - Harn Museum of Art ([www.harn.ufl.edu](http://www.harn.ufl.edu))
  - Reitz Union ([eventservices.ufsa.ufl.edu](http://eventservices.ufsa.ufl.edu))
  - Housing Facilities ([conferenceservices.housing.ufl.edu](http://conferenceservices.housing.ufl.edu))
  - Recreational Sports Facilities ([recsports.ufl.edu](http://recsports.ufl.edu))
  - Stephen C. O’Connell Center ([www.oconnellcenter.ufl.edu](http://www.oconnellcenter.ufl.edu))
  - Straughn Professional Development Center ([straughn.ifas.ufl.edu](http://straughn.ifas.ufl.edu))
  - University Athletic Association Facilities ([www.floridagators.com/rent](http://www.floridagators.com/rent))
  - UF Historic St. Augustine ([www.staugustine.ufl.edu](http://www.staugustine.ufl.edu))
  - UFPA - Phillips Center, University Auditorium, Baughman Center ([www.performingarts.ufl.edu](http://www.performingarts.ufl.edu))

Organizers of events in these venues should contact the venue as a first step;

- All other requests are through the [Business Affairs Event Permitting process](#).

In the current public health context, organizers of events must include a COVID-19 safety plan as part of their overall event planning and permitting process.

### ***What are the key considerations for a safe event in the context of COVID-19?***

For any event, large or small, event organizers must attend to **four vital concerns**:

- Safe cleaning and sanitizing in the venue;
- Safe physical distance and movement for attendees;
- Safer and minimal close-contact points during the event;
- Safe hygiene, self-care, and care for others, by all.

While attending to these concerns, event organizers must also ensure that their event remains open and available. Some invitees may be unable or unwilling to attend in person, given reasonable concern for health vulnerabilities. Where feasible, technology options such as video conferencing, or livestreaming, should be an option for those invited but reluctant to attend an event or gathering in person.

UF-hosted and -sponsored in-person events and gatherings must provide appropriate accommodations and alternative options for those who have a disability and cannot attend in person (or follow the policies of in-person attendance) because of that disability. Event organizers should make use of the resources available through the [ADA Office of the University of Florida](#).

#### **A. Safe cleaning and sanitizing – venue cleanliness and hygiene**

This means planning, and preparation of the venue, to ensure that it is thoroughly [cleaned and disinfected](#): before your event begins; during your event; and after your event ends. Event organizers will work with venue managers to confirm that these requirements are met, and may be expected to deliver staff and supplies for this need. Special considerations may be needed for visiting participants (performance talent, competitors, presenters, *etc.*), and for vulnerable attendees. There are likely to be cleaning and sanitizing needs specific to the venue (*e.g.* auditorium seating, arena bleachers) and the event (*e.g.* food service, performance or competition equipment). Additional time, effort, and supplies will be required.

## **B. Safe physical distance and movement for attendees**

This means attention and planning with venue managers to confirm that a venue has the capacity for 6-foot physical distancing between attendees through all phases of the event. 6-foot physical distancing should be ensured, from arrival and entry, through all event activities and transitions, to exit and departure. The event organizer and venue manager must work together to plan for available space and seating, given the number of participants and attendees. Planning must extend not only to all phases of the event, but also to potential interactions and coordination around any surrounding events which could combine to create unsafe crowding. Special consideration may be appropriate for family or roommate groups, who might not require distancing from each other. Some ancillary components typical of events (meet-and-greets with visiting performer/participants, receptions with refreshment buffets, *etc.*) may for the time being not be possible. There may be a need for proactive, advance communication to potential attendees addressing concerns for vulnerable populations and their awareness of exposure risks.

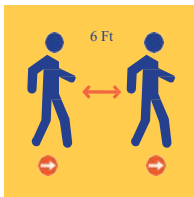
## **C. Safer close-contact transactions – Minimizing close-contact transactions**

Event organizers must minimize close-contact transactions, and distribution of material, as much as possible, since these can increase risks of transmission, and crowding. Promotional activities, souvenir giveaways, and distribution of materials such as printed programs should be eliminated wherever possible. Where transactions are essential, unavoidable, and cannot be eliminated, appropriate changes to process, or steps for hygiene and sanitizing, must be added to reduce transmission risks as much as possible. Depending on the type and size of the event, examples of close-contact transactions and interactions will likely include:

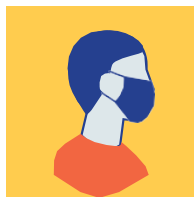
- Attendee gathering and interaction along exterior pathways to the event;
- Access-control points, and ticketing for the event (use touchless scanning);
- Bag inspections, and security screening (use no-bag or clear-bag protocols);
- Concessions and other food service (use pre-packaged single servings);
- Registration, materials, merchandise (electronic distribution, or sanitize);
- Potential congestion in crowd-flow paths through each event space;
- Event highlights which will draw attendee interest and crowding;
- Egress and departure pathways following exit from the event.

## D. Safe hygiene, self-care, and care for others, by all

Event organizers, participants, and attendees carry responsibility for their own *and others'* health and safety. Event organizers must plan for proactive messaging in advance of the event, advising everyone of [University of Florida expectations](#) for a [safe and healthy campus](#) (including physical distancing and face coverings), as well as encouraging potential participants and attendees to attend to their own health and self-care in the event of COVID-19 symptoms (and not to attend the event). Event organizers must confirm with venue managers that the necessary supplies for personal hygiene (hand soap, hand sanitizer, *etc.*) are distributed throughout the venue. Event organizers should plan for sufficient [venue signage](#), and event staffing, to promote healthy behavior on the part of everyone associated with the event. Planning must extend to confirmation of available first-aid response and resources for anyone who feels unwell. Organizers must maintain rosters with contact information (name, primary phone number, email address) for all event attendees, participants, volunteers, and staff, along with any available seating chart, and the event duration, to support later public health response (contact tracing) in the event that anyone associated with the event later tests positive for COVID-19.



PRACTICE PHYSICAL DISTANCING



FACE COVERINGS REQUIRED



WASH YOUR HANDS FOR 20 SECONDS



SANITIZE SURFACES

**EMPLOYEES, STUDENTS, VENDORS, VOLUNTEERS AND VISITORS WILL GENERALLY BE REQUIRED TO WEAR A FACE MASK OR CLOTH FACE COVERING WHILE IN UNIVERSITY OF FLORIDA FACILITIES.**



## II. Know Your Responsibilities

Event organizers should review [University of Florida's guidance for COVID-19 safety](#), and demonstrate their commitment to following that guidance. The event organizer is responsible for the planning and permitting process for their event, including outlining plans for mitigating the risks presented by COVID-19.

Event organizers should assess the risks of their event, which can include:

- The current confirmed case rate, [as reported by Alachua County Public Health](#);
- [Estimates of the likelihood](#), given the planned attendance numbers for the event and the current confirmed number of cases in Florida, that one or more participants or attendees might be currently infected with COVID-19;
- Areas from which event participants and attendees may be traveling, and the current incidence of COVID-19 in those regions;
- The proportion of event attendees who may be more vulnerable to COVID-19 illness – for example people over the age of 65, or who have underlying health concerns such as diabetes or respiratory conditions;
- The likelihood that attendees will comply with safety measures, such as physical distancing and consistent use of face coverings during the event;
- Whether the event is indoors, and of prolonged duration (an hour or more).

A COVID-19 safety plan must address the risks presented by the event. See below, and note that a COVID-19 safety plan should address:

- Designation of a COVID-19 safety coordinator;
- Coordination with vendors, including caterers (see [www.bsd.ufl.edu/catering](http://www.bsd.ufl.edu/catering));
- Floor plans, capacity, and crowd flow to promote safe physical distancing;
- Adequate distribution of handwashing and hand-sanitizing supplies;
- Appropriate personal protective equipment (*e.g.* face masks) for event staff;
- Responses if anyone associated with the event shows symptoms of COVID-19;
- Venue preparation including cleaning and sanitizing;
- Access control, screening if needed, and crowd management during the event;
- Gathering rosters with contact information, and maintaining this record for 30 days following the event, should public health follow-up be required;

- Messaging for COVID-19 safety awareness, prior to and during the event;
- Ensuring that all staff and attendees, and all event participants wherever feasible, follow UF requirements for face coverings and physical distancing – noting that for some performing arts and sport events, participants may not be able to wear face coverings at all times, and added precautions should be used, such as further increasing physical distancing to more than 6 feet;
- Training for all event staff regarding COVID-19 safety plan requirements;
- Contact points and process for any needed adjustment, postponement, or cancellation of the event if public health risks from COVID-19 change;
- Review of your COVID-19 safety plan, and implementation, during event permitting and planning, especially with the responsible venue manager.

Event organizers and venue managers are responsible for fostering health awareness and compliance. UF Public Safety (UF Police) will support such efforts within UF's "Three Tier" protocol, but are not responsible for enforcing compliance.

### **III. Know Your Venue**

Event organizers should review the venue and event floor plan with a venue manager to confirm physical distancing, given allowable venue capacity, entry and egress for the event, event/crowd flow through all phases including approach, exterior gathering, access control, entry process (health screening, security checks, ticket scanning), all phases of event activity, egress, and departure.

The venue will have existing schedules for cleaning and sanitizing. These should be reviewed with the venue manager, and any additional cleaning/sanitizing required by the event coordinated in the event planning. Confirm venue provisions for cleaning, sanitizing, and hygiene supplies, including distribution during the event.

Confirm venue resources for first-aid response, including accessible guidance and contacts for any venue occupants who might fall ill at any phase of the event, as well as isolation areas, egress, and resources for medical transport should anyone display symptoms of COVID-19 infection.

Review venue health awareness signage, and any need to [supplement this signage](#).

#### **IV. Know Your Participants (Talent – Competitors – Presenters)**

Event organizers should ensure proactive communication with participants prior to the event to highlight health awareness and self-care. Participants must be made aware of University of Florida guidance for health awareness and safety while in UF facilities, and should be encouraged to monitor for symptoms of COVID-19 infection. Awareness of heightened health vulnerabilities should be emphasized. Participants should refrain from attending the event if they present any risk to others.

When appropriate, *i.e.* for participants traveling to the event from outside University of Florida, event organizers should confirm the specifics of participants' travel origin, and COVID-19 public health conditions there. These circumstances may present risks which would need to be addressed.

The event organizer must maintain, for at least 30 days after the event, a roster with contact information (name, phone number, email address) for all participants, along with any seating or placement chart if applicable, and the event duration, should contact tracing be required due to a confirmed COVID-19 infection.

#### **V. Know Your Attendees (Audience – Patrons – Spectators – Customers)**

Event organizers must assess projected attendance, including numbers of attendees, any health-related items such as travel origin if attending from non-UF locations, and health vulnerabilities such as 65+ years old age or underlying health conditions.

Event organizers should ensure proactive communication with attendees prior to the event to highlight University of Florida's health and safety expectations, emphasizing COVID-19 safety awareness and self-care. Potential attendees should refrain from attending the event if they present any health risk to others.

Event organizers should assess any concerns regarding attendee behavior and compliance with University of Florida's guidelines for COVID-19 safety awareness. Additional communication and staff supervision may be necessary.

Event organizers must maintain, for at least 30 days after the event, a roster with contact information (name, phone number, email address) for all attendees, along

with any seating chart if applicable, and the event duration, should contact tracing be required due to a confirmed COVID-19 infection.

## VI. Plan Your Event

An event plan includes the event's schedule, from the initial work of preparation and installation, through all phases of the event program and activity, to clean-up and clearing of the venue. Included with the plan for the event program there should be a timeline, and floorplan(s) outlining the movement of participants and attendees through the venue. Include the following:

- A schedule outline, noting each phase of event activity;
- A floorplan, showing participant/attendee flow through each event phase;
- An outline of event participants (numbers, configuration, travel origin);
- An outline of attendees (numbers, vulnerabilities, travel origin);
- Contact lists for event staff;
- Staffing requirements and assignments;
- Resource requirements (supplies, equipment, and services);
- Communication plans including advance messaging and [on-site signage](#).

The event plan must identify any potential for crowding at any phase of the event, and ensure – through reducing the attendee numbers, adjusting the event process and flow, or finding a larger venue – that there is sufficient capacity to promote safe physical distancing through the entire event.

The event organizer must confirm in the event plan (usually through coordination with the venue manager) the specifics of approach pathways, entry process and access control, health screening, security checks, ticket scanning, attendee guidance and crowd management, and safety and incident response.

The event plan should include specific, clearly assigned responsibility for the safety of venue occupants: a COVID-19 Safety Coordinator. This might not require an additional staff person whose only responsibility is attendee safety, but the responsibility must be clearly assigned, and the assignments and staffing numbers must be sufficient to ensure awareness, and compliance, for the anticipated number of attendees and participants.

The event plan must attend to specific requirements for access control, symptom and security screening, event registration, information booths, distribution of materials and merchandising, concessions and other food/drink services, and coordination of ancillary activities through all phases of the event. The event plan may require coordination with other events in a larger facility complex, to anticipate potential interactions between events, and any crowding that might result.

Communications advertising the event must include a statement encouraging individuals at higher risk for severe illness from COVID-19 (including older adults and people of all ages with certain underlying medical conditions) to avoid such events at this time and, when available, direct them to virtual participation options.

[On-site signage must include university-approved print communications](#) addressing mandatory face coverings, and physical distancing, in prominent locations.

Food and beverage service must comply with the restrictions and requirements established by the UF Office for Business Services ([www.bsd.ufl.edu/catering](http://www.bsd.ufl.edu/catering)). Note especially that event-related food service must minimize transmission risks:

- Eliminate self-service areas and shared-service buffets;
- Provide only caterer- or concessionaire-prepared individual servings;
- For table-service, ensure that servers use covered plates;
- Provide pre-packaged or pre-rolled utensils at place settings, and hand wipes;
- Provide single-serve canned or bottled beverages only;
- Offer only single-use condiment packets;
- Eliminate passed/shared items such as bread baskets, water pitchers, *etc.*

Event organizers should keep in mind that some kinds of events will present more challenging risks. These can include more active crowds at some concerts or dance events, as well as crowd movement and congestion around focuses of heightened attraction or interest. In addition, specific activities will create heightened risk. These may include close contact activity such as sport competition or dance, as well as singing, and [energetic crowds including highly active spectators, crowd movement, shouting, and cheering](#). Anticipating these challenges, and assuring adequate staff to manage them and ensure compliance, are essential to a safe event.

## **VII. Confirm Your Resources**

Once a COVID-19 safety plan has been developed and reviewed with venue staff, event organizers must confirm the requisition of any additional supplies needed for the event, but not provided by the venue. This may include additional signage, as well as handwashing and sanitizing supplies, face coverings to provide for attendees, and appropriate personal protective equipment for event staff.

Event organizers should confirm sufficient numbers of staff and volunteers for the event, with clear assignment and communication of responsibilities to everyone associated with the event, and adequate advance information, training, preparation, and resources for all staff and volunteers.

## **VIII. Take Good Care of Your Guests – Keep Everyone Safe**

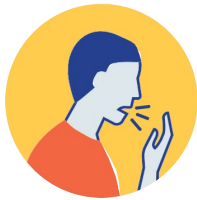
Event organizers (and venue managers) have a duty of care for participants and attendees: they are responsible for the safety and well-being of all associated with the event. Once the event plan is in place, the event organizers continue to be responsible for ensuring that the plan is followed, including attendee compliance.

Prior to event, follow through regarding all advance communication, staff preparation, confirmations of needed resources, and coordination with venue staff.

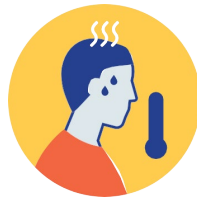
During the event, attend to the safety and success of the event program. Ensure that all steps for health and safety are followed, and adjust as needed to maintain effective messaging, attendee hygiene, use of face coverings, and physical distancing. Planning does not always anticipate everything that is needed: be ready to adjust in response to changes and concerns.

Following the event, event organizers must be prepared for public health follow up, should someone be exposed to COVID-19. Public health responses may require contact tracing, if anyone associated with the event is confirmed positive for COVID-19 infection. Maintain attendance rosters with contact information (name, primary phone number, email address), seating charts, and event duration, for 30 days, and make certain that venue staff have contact information for the event organizers.

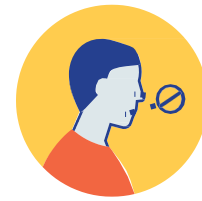
# Seek Medical Help for COVID-19 Symptoms\*



**Persistent Cough**



**Fever: 100.4+**



**New Loss of Taste or Smell**



**Muscle Pain/ Headaches**



**Shortness of Breath**



**Sore Throat**

*\*Other symptoms may include chills, diarrhea or feeling ill in any other way.*

## APPENDIX – Event Planning Checklist

- Event outline including event organizer’s information, staff contact list, schedule, and activities.
- Venue details including contacts, floorplan, allowable capacity, event flow for 6-ft physical distancing.
- Designated responsibility for COVID-19 safety coordination.
- Review of UF’s event permit/planning and COVID-19 guidance. Commitment to following that guidance.
- Coordination to modify, restrict, postpone or cancel the event in response to COVID-19 updates.
- Review of activity risks (close contact, active spectators, dance, music). Steps to mitigate those risks.
- Regional COVID-19 risk context – Current confirmed cases per week in Alachua County, and Florida.
- Projected participants/attendees – numbers, travel origin, health vulnerabilities, compliance concerns.
- Confirmation of supplies, and cleaning/sanitizing protocols, for attendee hygiene and health:
  - PPE (face-masks, gloves, gowns, *etc.*) as task-appropriate for on-site event personnel;
  - Hand sanitizer available to all participants and attendees throughout the event venue;
  - Appropriate cleaners and disinfectant as needed for all event equipment and materials.
- Actions for COVID-19 symptom response during the event:
  - Clear and accessible guidance for venue occupants who show symptoms;
  - Clear and accessible guidance for event staff reporting or responding to illness;
  - First-aid services and isolation rooms available on-site for the event.
- Food and beverage service requirements (see University of Florida requirements at [www.bsd.ufl.edu/catering](http://www.bsd.ufl.edu/catering))
  - No self-service or buffets – Food and drink are caterer/concessionaire prepared individual servings;
  - For table-service – Covered-plate – Pre-packaged/rolled utensils at place settings – Hand wipes;
  - Single-serve canned/bottled beverages – Single-use condiment packets – No passed/shared items.
- Event staff preparation and training regarding plans for COVID-19 mitigation, and attendee compliance.
- Messaging (in event planning, in advance of event, and during event) for COVID-19 safety awareness:
  - Advance information to participants and attendees emphasizing UF public health expectations;
  - Signs in the venue noting face coverings, 6-ft physical distancing, health awareness;
  - Event coordinator announcements during introductions with health-awareness expectations.
- Cleaning/sanitizing all event-related equipment and materials before, during, and after the event.
- Cleaning/sanitizing venue before, during, and after the event, including securing venue until clean.
- Touchless check-in, health screening, and security checks at access-control points for the event:
  - Prop open entrance/exit doors during ingress/egress – Designate crowd flow directions;
  - Stagger arrival/departure times and other event activities to support 6-ft physical distancing;
  - Clear-bag policy for bag inspections – Reduce close contact during security screening.
- Contact rosters (names, phone numbers, email addresses, seating charts) for attendees and participants, kept for 30 days following the event, for COVID-19 contact tracing if needed as public health response.