

UW TACOMA EVENTS & COVID-19

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AGENDA:

- Changes to UW Tacoma UUF Policies/Procedures (Tessa & BrieAnna)
- RSO and Student-lead initiative events during Covid-19 Pandemic (Liz)
- Changes to the 25Live Event Request Form (Ana Marie)
- How to manage accommodation requests for events (Victor)
- Q&A

Event Management Safety Agreement (EMSA) and Covid-19 Prevention Plan:

- We have combined these forms to make it easier of event planners
- Submit a completed form for all events:
 - if you are using a space on campus that requires a setup
 - if you are serving food
 - if you are serving alcohol
 - if your event has any cash handling occurring
 - After October 18 -- if you are using any outside vendors

*You should use the event form in 25Live for your space request for these as well.

FOOD SERVICE:

- Preferred Caterer (or other caterer with one-time paperwork completed)
 - Plated meal
 - Buffet served by catering staff
 - Boxed lunches
 - Pre-packaged items
- Pre-packaged items



FOOD SERVICE CONT'

- No longer permitted:
 - Homemade food at events
 - Cooking at events (including bbqs)
 - Buffet service by faculty, staff or students
 - Self-service buffets



FOOD SERVICE CONT'

- Food service should not occur during a meeting or speaker
- A separate location for eating is highly recommended if your event is hosted indoors

Resource from EH&S:

<https://www.ehs.washington.edu/system/files/resources/eating-space-guidance.pdf>



VENDORS & COVID-19:

- Vendors are subject to the University of Washington Covid-19 protocols:
 - <https://ehs-web01.s.uw.edu/system/files/resources/notice-personnel-vendors-contractors.pdf>
- Vendors on campus after October 18, 2021 must attest to having received the Covid-19 vaccination per state mandate.

What does it mean to be the Covid-19 Site Supervisor?

- A Covid-19 Site Supervisor will ensure onsite implementation of measures described in the event's COVID-19 prevention plan.
- The designated person should have adequate time at the event to ensure COVID-19 prevention measures are implemented.
- The designated person has authority to address non-compliance and ask those who will not comply with applicable policies or building signage to leave.

RESERVED PARKING SPACES:

- Reserved visitor parking passes have been relocated from Cragle Lot to Tioga Library Parking Lot and have been reduced to 4 stalls.
- To request:

<https://www.tacoma.uw.edu/uwt/fa/facilities/transportation/reserved-visitor-parking-passes-0>

SPECIAL EVENT PARKING:

- Special event parking passes are now only available for TLB and TPS.

BLOOD MOBILES:

- Blood mobiles should now work with the City of Tacoma to reserve parking stalls on Jefferson Avenue near the metal W Tacoma.

Please work with the Special Events office at City of Tacoma: https://www.cityoftacoma.org/government/city_departments/tacoma_venues_events/special_event_and_film_permits

RSOs and student- lead initiatives for in-person events

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CHANGES to 25LIVE Event Form

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HOW TO MANAGE EVENT ACCOMMODATIONS

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QUESTIONS?

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RECOMMENDATIONS:

- Things are different!
- Submit your event requests as early as you can. There are more complexities now than before.
 - Events may require additional cleaning time post-event
- If you are considering a hybrid event – talk with Media Services about where to host? Needs, etc.
- Be creative
- We are here to help!