UW TACOMA EVENTS & COVID-19

BE BOUNDLESS
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 for 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
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:
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 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 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
CHANGES to 25LIVE Event Form
HOW TO MANAGE EVENT ACCOMMODATIONS

BE BOUNDLESS
QUESTIONS?
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!