



## COVID-19 PREVENTION GUIDELINES FOR IN-PERSON EVENTS

The purpose of these guidelines are to help prevent COVID-19 transmission during in-person events in accordance with the [Washington Ready](#) proclamation, state and local worker safety rules and public health guidance, and the University's [COVID-19 Prevention Plan](#).

University event organizers and venue operators should coordinate to ensure that all health and safety roles and elements described below are addressed. In addition, consult EH&S guidance for [Campus Events](#) to determine if jurisdictional permits are required (e.g., [Temporary Food Service Permit](#) to serve food at an event, fire department permit).

Effective March 1, 2022, vaccine verification is no longer required at events or entertainment or recreational venues (e.g., museums, theaters, fitness centers). UW event organizers or venue managers may still choose to implement this requirement for entry to a specific venue or event. If the event organizer chooses to implement this requirement, the guidelines in [COVID-19 Vaccine Verification Guidance for Venues and In-Person Events](#) must be followed.

### APPLICABILITY

Events are required to be sponsored, organized, or hosted by a University unit. University units that sponsor, organize, or host an event must follow these guidelines, *regardless of the event location*.

The following are exceptions to these guidelines:

- *Non-University* sponsored, organized, or hosted events *may* take place in the following locations with adherence to University policies and, local and state public health guidelines: UW Tacoma, UW Bothell, UW Athletics, museums, performance halls, and College of the Environment off-site locations (includes the Center for Urban Horticulture and the Washington Park Arboretum UW Botanic Gardens).
- University business and research activities and academic instruction; these activities follow the requirements in the University's [COVID-19 Prevention Plan](#).
- UW Athletics team training and competitions; requirements for these events are determined in coordination with state and local public health agencies and PAC-12 guidance.
- Childcare and youth programs/events at University locations follow [guidance and prevention protocols](#) from the UW Office of the Youth Protection Coordinator.
- UW Medicine medical center events follow UW Medicine policies and procedures.

### STEPS FOR COMPLETING YOUR IN-PERSON EVENT COVID-19 PREVENTION PLAN

1. Event organizers **must prepare an event-specific COVID-19 prevention plan** using the COVID-19 Prevention Plan for In-Person Events template (or equivalent) in this document.
2. Event organizers and the venue operators must review and document their agreement on measures described in the event-specific COVID-19 prevention plan. Please note that some University buildings have specific COVID-19 prevention measures/requirements in place which may need to be incorporated into the plan.
3. Submit your event COVID-19 prevention plan as appropriate:



For events that require approval through the Use of University Facilities (UUF) process, **event organizers must work with the venue operator to complete an In-Person Event COVID-19 Prevention Plan and keep it on file.**

- [UW Seattle UUF Request Form](https://uwspecialprograms.org/uuf-info/) ([uwspecialprograms.org/uuf-info/](https://uwspecialprograms.org/uuf-info/))

You don't need to submit the In-Person Event COVID-19 Prevention Plan with the UW Seattle UUF Request Form.

- [UW Tacoma UUF Request Form](http://www.tacoma.uw.edu/uuf) ([www.tacoma.uw.edu/uuf](http://www.tacoma.uw.edu/uuf))

For **events that do *not* require approval through the UUF process**, event organizers must submit a completed In-Person Event COVID-19 Prevention Plan to the relevant University unit representative or sponsor.

4. **Identify a COVID-19 Site Supervisor or Responsible Person** who will ensure onsite implementation of measures described in the event's COVID-19 prevention plan.

**COVID-19 PREVENTION PLAN FOR IN-PERSON EVENTS**

<b>DATE:</b>	<b>UW SPONSOR:</b>
<b>EVENT NAME:</b>	<b>EVENT LOCATION:</b>
<b>NAME OF PERSON COMPLETING THIS FORM:</b>	
<b>NAME AND CONTACT NUMBER OF ON-SITE RESPONSIBLE PERSON OR COVID-SITE SUPERVISOR:</b>	
<b>RESPONSIBLE EVENT MANAGER:</b>	<b>CONTACT PHONE:</b>
<b>ONSITE POINT OF CONTACT:</b>	<b>CONTACT PHONE:</b>
<b>PARTNER ORGANIZATION(S), IF ANY:</b>	
<b>Does your event have non-UWT attendees?</b>	<b>Yes</b> <b>No</b>
<b>Is alcohol being served?</b>	<b>Yes</b> <b>No</b>
<b>Is food and/or non-alcoholic beverages being served?</b>	<b>Yes</b> <b>No</b>
<b>What type of food are you serving?</b>	<b>Perishable</b> <b>Non-Perishable</b>
<b>DO YOU HAVE AN APPROVED TEMP FOOD PERMIT FROM EH&amp;S?</b>	<b>Yes</b> <b>No</b>
<b>NAME OF PRIMARY EVENT ORGANIZER, AND DATE OF AGREEMENT WITH THIS PLAN:</b>	
<b>NAME OF PRIMARY VENUE OPERATOR, AND DATE OF AGREEMENT WITH THIS PLAN:</b>	
<b>NAME OF UW SPONSOR, AND DATE OF AGREEMENT WITH THIS PLAN :</b>	
<b>EVENT DESCRIPTION:</b>	

## DESCRIBE COVID-19 PREVENTION ELEMENTS BELOW:

PRE-EVENT / DURING EVENT	CHECKLIST ITEMS	PROVIDE DETAILS (optional)
<b>Planning considerations</b>	<input type="checkbox"/> Ensure event vendors and contractors are aware and adhere to the requirements for <a href="#">Contractors and Vendors Working on Site</a> . <input type="checkbox"/> Increase indoor venue ventilation by opening windows or maximizing fresh air/air filtration settings on HVAC systems as possible. <input type="checkbox"/> Determine if a <a href="#">Temporary Food Service Permit</a> is required to serve food at the event. <input type="checkbox"/> See the <a href="#">University COVID-19 Prevention Plan</a> for best practice considerations when serving or sharing food at a gathering. <input type="checkbox"/> Determine if the event or venue will choose to establish a <a href="#">vaccine requirement</a> for entry. <input type="checkbox"/> Other – please describe	
<b>Designate COVID-19 Site Supervisor / Responsible Person</b>	<input type="checkbox"/> Designate one person who is responsible for the implementation of this plan, approve any changes to this plan, train all personnel on this plan, and be readily available during the event to answer all concerns and questions regarding this plan. <input type="checkbox"/> Allow the designated person adequate time at the event to ensure COVID-19 prevention measures are implemented. <input type="checkbox"/> Ensure that the designated person has authority to address non-compliance and ask those who will not comply with applicable policies or building signage to leave.	
<b>Pre-event communications regarding policies and safety measures</b>	<input type="checkbox"/> Communicate the UW <a href="#">Vaccination Policy</a> and the UW <a href="#">Face Covering Policy</a> , safety measures and expectations to event attendees and event staff, volunteers, vendors and contractors. All must follow instructions on building signage. <input type="checkbox"/> If proof of vaccination or negative test is applied as an entry requirement, provide advance notice per the <a href="#">COVID-19 Vaccine</a>	



	<p><a href="#">Verification Guidance for Venues and In-Person Events</a>, and post <a href="#">verification signage</a> at the event/venue entry.</p> <p><input type="checkbox"/> Communicate requirements for self-monitoring for <a href="#">COVID-19 symptoms</a> and that event attendees must stay home if symptomatic or if instructed to isolate or quarantine by a public health professional.</p> <p><input type="checkbox"/> Encourage all to activate the <a href="#">Washington Exposure Notifications - WA Notify</a> app prior to attending the event.</p> <p><input type="checkbox"/> Event staff: Ensure that event staff/contractors and volunteers are aware of the <a href="#">requirements for contractors and vendors working on site</a>, including procedures for sick personnel, symptom monitoring, and reporting if a COVID-19 positive person has been at a UW location.</p> <p><input type="checkbox"/> Arrange for COVID-19 prevention (e.g., handwashing/hand hygiene, symptom monitoring) <a href="#">signage</a> for the event.</p>	
<b>Hand hygiene supplies</b>	<p><input type="checkbox"/> Acquire hand washing or hand sanitizing stations/supplies.</p> <p><input type="checkbox"/> Other – please describe:</p>	
<b>Cleaning/disinfection schedule and supplies</b>	<p><input type="checkbox"/> Identify high touch surfaces and shared items for cleaning/disinfection during the event.</p> <p><input type="checkbox"/> Determine cleaning and disinfection frequency of high touch surfaces and shared items during the event.</p> <p><input type="checkbox"/> Identify and acquire cleaning products.</p> <p><input type="checkbox"/> Identify and acquire <a href="#">EPA-registered disinfectants</a> approved for use against the SARS-CoV-2 virus and paper towels, and/or disposable disinfectant wipes</p> <p><input type="checkbox"/> Ensure venue is cleaned by building custodians before and after the event.</p>	
<b>Prevent people with COVID-19 symptoms from coming to event</b>	<p><input type="checkbox"/> Post <a href="#">signage</a> at entrances notifying event attendees, staff, volunteers, contractors and vendors that they cannot enter the event</p>	



	<p>if they have any <a href="#">symptoms of COVID-19 infection</a> (regardless of vaccination status) or have been instructed to isolate or quarantine.</p> <p><input type="checkbox"/> Remind UW staff and faculty that they must conduct daily self-monitoring for COVID-19 symptoms before entering a UW location.</p>	
<b>Communicate face covering policy</b>	<p><input type="checkbox"/> Post <a href="#">signage</a> (as needed) at entrances notifying event attendees staff, volunteers, contractors and vendors of the requirements of the UW <a href="#">Face Covering Policy</a> as applicable.</p> <p><input type="checkbox"/> Have extra face coverings available at the location for those who need or want them.</p>	
<b>Support good hand hygiene</b>	<p><input type="checkbox"/> Provide handwashing stations and/or hand sanitizer, and post handwashing/hand hygiene <a href="#">signage</a>.</p> <p><input type="checkbox"/> Ask event staff, volunteers and contractors to wash or sanitize hands upon arrival and regularly during event.</p> <p><input type="checkbox"/> Encourage event attendees to wash/sanitize hands (as applicable).</p>	
<b>Clean and disinfect surfaces and high-touch points</b>	<p><input type="checkbox"/> Clean and disinfect shared items and high-touch points regularly during the event.</p> <p><input type="checkbox"/> Follow the manufacturer's instructions on the product label for the cleaners and disinfectants used.</p>	
<b>Agreement of event organizer and venue operator</b>	<p><input type="checkbox"/> Event organizer and venue operator discuss this plan.</p> <p><input type="checkbox"/> Event organizer and venue operator agree upon the stated prevention measures included in this plan.</p>	



1. **Exits**

- a. Make sure **EXIT** signs are visible.
- b. Maintain an unobstructed, three-foot wide pathway to all exits.
- c. Do not block exits **ever** with anything.



2. **Occupancy**— Never exceed the posted maximum occupancy of an event space.

3. **Food**—

- a. Only use licensed and insured caterers for events offering prepared hot and cold foods. This rule applies to all events except those limited exclusively to UWT students, staff, and faculty.
- b. **Homemade food items or items that require preparation are not permitted for events except those limited exclusively to UWT students, faculty, and staff.**

4. **Alcohol**—

- a. Approved Chancellor's alcohol forms are required to serve alcohol at an event.
  - <http://www.tacoma.uw.edu/events-conference-services/serving-alcohol-event-campus>
- b. Food and non-alcoholic beverages must also be served at any event where alcohol is served.
- c. Use a licensed pourer if the event is open to the public.
- d. Campus Safety & Security Department must be contacted to determine on a case by case basis if extra security is needed.

5. **Money Handling**—Money handling arrangements must be approved by [UWT's Finance Office](#).

6. **Tables**—Do not set up, store, remove from storage, or breakdown tables. Only paid UWT Event Staff<sup>5</sup> may do so.

7. **Room Arrangements**—Tables and chairs may only be shifted within the space reserved for the event. If event space is rearranged, it must be restored to its original configuration within the amount of time reserved for the event.

8. **Ladders**—Do not use ladders for any purpose. Only paid UWT Event Staff<sup>E</sup> may do so.

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*I have read and agree to manage my event consistent with the requirements of this Agreement. I understand that should I fail to do so my authority to reserve UW Tacoma event space may be suspended or terminated.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Subject to enforcement by Campus Safety & Security (253) 692-4416***

Submit a signed Agreement to Conference Services one week prior to the event

Email: [uwtconfs@uw.edu](mailto:uwtconfs@uw.edu) Phone: 253-692-4615

Note	Subject	Instructions
<b>A</b>	<b>Event</b>	<p>An event is any gathering using UW Tacoma classrooms, meeting rooms, or outdoor assembly areas that meet one or more of the following criteria.</p> <ul style="list-style-type: none"> <li>• Hosted in an event space</li> <li>• Entertainment is planned</li> <li>• Food will be served</li> <li>• Alcohol will be served</li> <li>• Money handling will be necessary</li> <li>• Set up is needed</li> <li>• Special room arrangements or technology setup is required</li> </ul>
<b>B</b>	<b>Program</b>	The name of the program or unit sponsoring the event.
<b>C</b>	<b>Responsible Event Manager</b>	<p>Only UWT faculty, staff, and SAB/ASUWT officers may reserve UWT space for events.</p> <p>The Responsible Event Manager is accountable for all aspects of the event and for compliance with applicable rules.</p> <p>The Responsible Event Manager must be on-campus during the event.</p>
<b>D</b>	<b>Onsite Point of Contact</b>	The name of the individual who will be attending the event and serve as the individual Campus Safety & Security will contact should it be necessary.
<b>E</b>	<b>UWT Event Staff</b>	Students employed by Events & Conference team or Student Engagement team and who have been trained in room set-up routines for event areas for which they are responsible.



