

# COVID-19 EVENT SAFETY PLAN

2020



## A form for UNT Departments only.

Any UNT department wishing to host an in-person event or program must complete this form prior to being reviewed by the Student Life Advisory Group and Safety and Incident Management hybrid committee. As you think of events or programs you want to offer in person, consider things you have done in the past that have had a positive impact on enrollment, retention, and/or student success and lend themselves to a much smaller scale (i.e. Learning 101 Workshop, a leadership development program for organization presidents, or a program hosted by a wing in a residence hall).

Temporarily, the only buildings events can be held are the University Union, Gateway Center, or Rec Center. Classroom space cannot be utilized because we cannot ensure proper cleaning after each use and monitoring.

Please submit plans to [melissa.mcguire@unt.edu](mailto:melissa.mcguire@unt.edu) for distribution to the committee for review. While we will review plans as quickly as possible, we encourage departments to allow at least a week for review.

Prior to working through this document and planning your event, we encourage you to review the UNT System COVID Response Guidelines and incorporate them into your plans [www.untsystem.edu/covid-response-guidelines](http://www.untsystem.edu/covid-response-guidelines) and consider the following:

- Follow the requirements for face coverings and other Personal Protective Equipment (PPE) that UNT requires. [This information can be found on the Health Alerts website](#). If you feel your event needs an exception, please explain why below.
- While pre-screening by participants and staff prior to the event is permissible (and a tool can be provided to you once your event is approved), documentation of any medical information (e.g. a person's temperature) should not be required to be submitted or retained by the sponsoring department. No temperature checks should take place on-site.

Failure to comply with safety protocols will result in your Vice President being contacted.

Once your document has been reviewed by the committee, they will notify the department if they have any follow up questions or suggestions to improve your planning.

### DEPARTMENTAL INFORMATION:

**Department:**

**Departmental Contact:**

### EVENT DETAILS:

**Name:**

**Description:**

**Date/Time of Event:**

**Preferred Location:**

**Stay smart. Stay strong. Stay safe.**  
[healthalerts.unt.edu](http://healthalerts.unt.edu)

**Anticipated attendance:**

**How will you track who attends your event?**

**How will you publicize the event?**

**Will pre-registration be required, and if so what will it entail?**

**Will registration on-site or otherwise be required, and if so what will it entail?**

**What PPE will be required of staff and attendees?**

**How will students/attendees enter and exit your event, including at check-in and throughout the event?**

**How will you ensure proper social distancing during your event?**

**Will you be giving anything out to participants? If yes, what will you be providing?**

**Are there needs for sanitation during your event (needed if multiple students will touch a surface)? If so, how will you manage this?**

**Does your department currently have access to the necessary sanitizing items?**

**What signage will you have available at the event?**

**What are your plans for clean up after the event?**

**What concerns you most about having your event in person?**

**Why does this event need to take place in person, over virtually?**

Thank you for putting in this added effort so we can all support a healthy environment at UNT. If you have questions about any of the information on this form, please contact [melissa.mcquiere@unt.edu](mailto:melissa.mcquiere@unt.edu).