COVID-19 EVENTS POLICY

1.0 POLICY STATEMENT
This policy reflects CDC recommendations for UAF to host large or small gatherings in any indoor or outdoor space managed, operated, and maintained by UAF.

2.0 RISK ASSESSMENT
Events at UAF are guided by the CDC COVID-19 Community levels included later in this document. The size of the event, case trends, and other factors may necessitate increased safety measures beyond those indicated below.

- Green “Low Risk” level:
  - Masking is optional. Wear a mask based on your personal preference, informed by your personal level of risk. There are no requirements to mask in academic instruction areas, Student Health and Counseling, or Bunnell House.
  - No capacity restrictions on non-ticketed events.

- Yellow “Medium Risk” level:
  - Masking is optional and highly encouraged for larger gatherings (+100). It is recommended that you wear a mask if you are immunocompromised or at high risk for severe illness, and recommended if you live with or have social contact with someone at high risk for severe illness.
  - Masks may be required in some locations.

- Orange “High Risk” level:
  - Masking is required inside of all UAF facilities at all times, and outdoors whenever a 6-foot distance between individuals cannot be continuously met.
  - Consider going virtual if possible.

UAF reserves the right to cancel an event or activity at any time due to safety concerns, compliance, or changes that may indicate an increased risk of the spread of COVID-19.

3.0 DEFINITIONS
CDC event definitions
Event: A planned or spontaneous gathering, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
4.0 REFERENCES RELIED UPON

This policy relies on the following references:
Event Planning Guidance
CDC Event Guidance
CDC Small & Large Gatherings
CDC Masking Guidance
P01.02.010. Freedom of Speech.
P05.12.090. Public Use of Facilities.
P05.12.102. Smoke-Free/Tobacco-Free Campuses.
R09.12 and UAF Policy—Protection of Minor
P05.12.001. Alcohol Beverage Policy

5.0 RESPONSIBILITIES

Requirements for all events, regardless of size or affiliation:

- All events must be registered in the event scheduling platform, 25Live or the UAF Event Form.
- Check the COVID condition or status at the event’s campus location.
- Develop a COVID mitigation plan that anticipates the possibility of changing conditions from yellow (medium) to orange (high) risk zones for large events (>100).
- Follow the UAF Face Coverings Policy
- Make face coverings and hand sanitizer available for attendees.
- Communicate with attendees ahead of time reminding them not to attend if they are ill and offer an alternative option (virtual format) if available.
- A responsible person must be clearly identified for event oversight and management.
- The responsible person will be responsible for participant adherence to an appropriate mitigation plan for the event size.
- Events Committee approval is needed for public events, unless there are other specific exemptions listed below, to ensure the event complies with fire code, protections for minors, insurance/liability issues, Facilities Services needs, campus access issues, space reservations and activity conflicts, food waivers, custodial needs, parking, overall coordination and public relations concerns, etc.

6.0 NON-COMPLIANCE

Failure to comply may result in preventable exposures and illness to occur. Incidents of non-compliance will be reviewed and may lead to revocation of event hosting privileges and cancellation of future events.
7. EXCEPTIONS

The following activities do not go through the events approval process.

1. Facilities Use Agreements

   Facilities Use Agreements (FUA) and/or Land Use Agreements are required to be in place when non-affiliate organizations or external users access university facilities or grounds. The FUA ensures the non-affiliate organization or external user group assumes all responsibility, risk and liability associated with the activity. COVID-19 mitigation/safety plans must be included for now as an addendum. Long-term (two plus years) facility users continue to work through appropriate space schedulers and adhere to the same state and university guidelines.

2. Student Activities and student clubs

   Wood Center and Residence Life staff will continue to schedule events for student clubs and adhere to the same UAF guidelines for on and off-campus events. Planners and/or space schedulers may consult with Environmental Health, Safety and Risk Management (EHS&RM) on safety and COVID-19 issues on events with more than 100 attendees when necessary. For departments scheduling student activities in campus buildings, COVID-19 safety plans are required and should be submitted to the Wood Center.

3. Business meetings and routine business operations

   Business meetings, routine business operations, and small internal events (e.g. thesis defenses, staff meetings, training sessions, etc.) do not need to run through the events form/process unless there are more than 100 in attendance. The meeting organizer will be responsible for ensuring that the meeting follows current UAF policies. at all locations owned or operated by the University of Alaska Fairbanks.

4. Athletic competitions and spectator events

   Athletic competitions and spectator events (e.g. exhibitions) are evaluated and managed through the Athletic Director’s office. Activities other than competitions and spectator events such as fundraisers, camps, and social events will be subject to evaluation and approval by the events committee using this process in coordination with the athletics department.

8.0 PROCEDURES

Most events and activities fall into the following approval processes.

UAF Events Committee

The UAF Events Committee, led by the Institutional Events Manager, is available to help groups assess their events and develop mitigation strategies. Doing so helps to ensure events go through the correct approval process, are conducted safely, and can be supported by UAF departments. The committee works together to ensure the event complies with fire code, protections for minors, insurance/liability issues, Facilities Services needs, campus access issues, space reservations and activity conflicts, food waivers, custodial needs, parking, overall coordination, and public relations concerns, etc. Representatives from Police, Fire, Risk, North Campus, Facilities, Student Affairs/Wood Center, and Dining Services make up the committee.
For large gatherings and events (>100), please review this checklist. Once you’ve done that you’ll fill out the UAF event form and the UAF Risk Analysis and Event Mitigation Plan form in order for the event or activity to be approved.

Once events are approved, ALL proposed changes must be re-approved. Please send them to UAF-events-team@alaska.edu.

Event requestor or coordinators:
All events must be registered in the applicable space scheduling platform or Event Form. Currently, the university is using 25Live and the UAF Event Form.

Event minimum risk mitigation requirements:
Check the current COVID-19 conditions (orange/high, yellow/medium, or green/low) of the campus location where the event will be held online at https://sites.google.com/alaska.edu/coronavirus/uaf/dashboard and follow applicable masking guidance associated with present conditions.

All events are required to have face coverings and hand sanitizer available for attendee use. Such items should be placed in a location easily accessible to attendees and clearly marked.

8.11 Procedures Review and Update
Procedures that support this policy shall be updated as needed.

THIS POLICY IS EFFECTIVE AS OF 03/24/2022. THE POLICY IS APPROVED:

Daniel M. White, Chancellor
University of Alaska Fairbanks

Date: 3/24/2022