

TITANS RETURN

Event Host - Frequently Asked Questions

Can in-person gatherings be held?

The University has evaluated the recommendations of the CDC and other authorities about holding in-person gatherings. Most events/meetings/gatherings should be occurring virtually. If the gathering cannot be done virtually, groups may request space to meet in person. Space will be assigned based on the facility's capability to support in-person gatherings and no event may exceed 50 attendees.

Are there new requirements for hosting an event?

All gatherings on UW Oshkosh property or University-sponsored event must adhere to University Guidelines for distancing, hygiene, disinfecting and face coverings. Additional requirements are in place for safety as it relates to activities at gatherings, interactions of attendees and consumption of food. These are referenced in the Event Safety and Planning checklist. The sponsor/host is responsible for implementing requirements as well as communicating expectations for attendees.

How do I communicate expectations to attendees?

Include all required expectations in your pre-event communication including event promotion and registration materials. Ensure that all attendees are notified of the requirement for masks that cover mouth and nose and maintaining 6' distance between attendees. Post additional information at the entrance to the event - including disposable masks for those in need. The University has provided a statement that should be read at the open of all gatherings.

Thank you for being here today. The University has taken many precautionary measures to provide a clean and safe environment for gatherings like this. All attendees should have been notified about the commitment UW Oshkosh has made to wearing face masks to cover your nose and mouth while at gatherings at the University. As your event hosts, we take this seriously and will enforce this and other expectations. These guidelines are in place for the safety of everyone. Restroom facilities are available for hand washing and hand sanitizer is available for guests. Please take personal responsibility to maintain a 6-foot distance from others as you enjoy today's program. [insert additional announcements]

Are masks required all the time?

Masks are required while attending events. This includes events sponsored/hosted by the University that take place off campus or outdoors. Masks may be removed when seated to consume food.

What if someone doesn't have a mask covering their nose and mouth?

If a guest does not have a mask, the sponsor/host should have one available for them. Refusal to wear a mask over mouth and nose should be addressed. Continual refusal will result in being asked to leave the event.

Who is responsible for providing hand sanitizer and masks for attendees?

The University has hand sanitizer stations in public areas of their facilities. Sponsors/hosts are required to have sanitizer available during the event for attendees. Sponsors/hosts must have disposable masks available for guests if needed.

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What kinds of events can be sponsored or held on campus?

The University strongly encourages that all events/gatherings happen virtually. Though it is an adjustment, please strongly consider how to hold your event virtually using online platforms. If necessary, events where guests are seated and have limited interaction/mingling are the safest. Spaces are set to maintain the distance based on the University Alert Level. Events that include physical contact, hard/forced exhalation beyond speaking voice (singing, yelling, cheering) or cannot adhere to all expectations are prohibited.

Can we have food at events?

University Dining has developed options for food to be requested. All food requests will require a service plan be created and submitted for review. The service plan will expand on how groups plan to have food provided or served at an event. Approval for food must be requested 14 days prior to the event. Details are available on the University Dining website.

What information should be collected from attendees and how long should the information be kept?

Sponsors/hosts should collect the full name and email address of attendees. If applicable, attendee campus ID number would be helpful. This should be done through processes that do not require shared materials or contact. The attendee information should be kept for 30 days after the event and provided to University administration if requested for contact tracing purposes.

What happens if the campus alert level changes?

The University alert level at the time of the event will determine event parameters/requirements. This may change the capacity, allowed activities, or even cancel the event if required to ensure safety. If events are cancelled, the group may have the opportunity to re-schedule.

What happens if event hosts do not comply with the requirements of hosting an event?

Safety is the priority of event planning. Event hosts who are unable to or do not comply with requirements will be restricted from reserving/using space.