

TITANS RETURN

Event Safety and Planning Checklist

This checklist is to assist hosts in planning safe gatherings within the event framework during the pandemic period. The checklist outlines what should be considered during various alert levels. The items in bold are requirements for all events/gatherings. Hosts are responsible for understanding, adhering to and communicating all expectations to their attendees. The space scheduler will be able to address questions or concerns during the planning process.

	Very High Alert	High Alert	Moderate Alert	Low Alert
Allowable Events:				
Virtual Only	X			
In-person Gatherings of 10 or fewer (indoor/outdoor)		X		
In-person Gatherings of 50 or fewer (indoor/outdoor)			X	
In-person Gatherings at 50% set up capacity (indoor)				X
In-person Gatherings of 50 or more (outdoor)				X

Supplies:				
Face Masks for Attendees		X	X	X
Hand Sanitizer for Attendees		X	X	X
Sanitizing wipes / Cleaning Supplies (Provided by facility)		X	X	X
Contact-Free Attendee Info Collection/ID Scanning Equipment		X	X	X
Gloves for Staff/Hosts		X	X	X
Directional Signage		X	X	X
Event Signage			X	X
Tape/Rope Barriers		X	X	
Plexi-glass Barrier/Shield				

Event Procedures:				
Appropriate room sets & physical distancing requirements identified & maintained		X	X	X
Masks covering face (nose and mouth) are required		X	X	X
Provide masks to attendees		X	X	X
Approved University Dining Service Plan for Food (14 days prior to event)		X	X	X
Communicate safety plan/expectations to attendees in advance & on-site		X	X	X
Collect Contact Information (Name/Email; Campus ID if possible)		X	X	X
Maintain Attendee Contact Information (30 days)		X	X	X
Communicate location of restrooms; have hand sanitizer available for attendees		X	X	X
Provide gloves to anyone working events		X	X	X
Set up separate entrance & exit doors (as available)			X	X
Self-Health Assessment/Symptom (UWO Mobile/Web)		X	X	X
Release audience from rows closest to the exit first, then by row to minimize contact			X	X
Create one-way aisles/hallway lanes			X	X
Identify specific presentation space for speaker/acts (as needed)			X	X
Clean rooms/equipment between sessions and/or users		X	X	X

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Event Procedures (Continued):				
Clean equipment/tech surfaces between use		x	x	x
Food permitted		x	x	x
Add crowd control security to enforce physical distancing requirements				x
Add language to ticket confirmation/website to include procedures/liability release			x	x

Accessibility:				
ASL Interpreters, closed captioning, screen readers, etc.	x	x	x	x
Accessible Entrance/Exits		x	x	x
Hybrid/Virtual programming	x	x	x	

Safety Plans:				
Personal Protective Equipment (Masks & Gloves)		x	x	x
Security				x
Participant Tracking		x	x	x
Personal Hygiene		x	x	x
Room/Event Sets		x	x	x
Social Distancing Efforts		x	x	x

Training and Accountability:				
Verbal Scripts/Attendee Communications			x	x
Accountability & Enforcement of capacity/physical event attendance/procedures		x	x	x
Event staff/Pre-Event Training		x	x	x
Assigned Event Staff Responsibilities			x	x
Communicate safety precautions event attendees and organizers			x	x

Mandates:				
Determine space between people; maximum number of people in a room/building		x	x	x

Liability:				
Attendee Activity Liability Waiver			x	x

Questions?				
Can or should this event happen virtually using online/video conferencing platforms?				
Is there enough time to plan this event?				
What supplies need to be purchased to have the event safely?				
How will the expectations of attendees be communicated to guests prior to and at the event?				