I. Overview
This procedure provides guidance for safely scheduling and hosting events. It also provides guidance for space schedulers on determining the appropriate use of space for non-academic instructional purposes. Events are defined as a “gathering of people (students, employees, community) on UW Oshkosh property or attending a University-sponsored event, regardless of size, that is not focused on academic instruction.”

Virtual/online events are strongly encouraged when possible. When in-person gatherings are necessary, this document outlines specific capacity, safety, cleanliness, distancing and event behavior/activity parameters based on campus alert levels. Due to the nature of athletic/recreation activities, they are addressed in a separate SOP.

II. Applicability:
University Employees, University Students, General Public

III. Procedure: Moderate Alert Protections in Place
A. Procedure/Process
1. Event Scheduling: It is recommended that meetings and events be held virtually/online. In-person gatherings of 50 or fewer are permitted in accordance with the identified framework.

2. Event Spaces: The University has a variety of spaces used for meetings and events. Spaces may be prioritized for specific use. Each space is managed by a scheduling department which is responsible for implementing these procedures consistently as it relates to the specific space. Events that fit within the framework outlined below can be scheduled.

3. Prioritize Use of Space: The determination of space availability is the responsibility of the space scheduler. The University will prioritize the use of space to meet the most mission critical functions:
   i. Academic Instruction
ii. Recruitment & Retention  
iii. Student Experience  
iv. University Operations/Business  
v. Community / Non-Affiliated Gathering  

4. Event Capacity: Event capacity will not exceed 50 total attendees (sponsors/hosts included). This applies to indoor and outdoor events.  

5. Distance: All activities and behaviors should maintain 6’ distance and not encourage close contact for long periods of time. Hosts are encouraged to explore hybrid or alternative ways to deliver content.  

6. Attendee Behavior/Activity: Significant variety exists in the activities and behaviors that can unfold during events and meetings.  
   ii. Food: University Dining has developed guidelines to provide safe food options based on the alert level. Any request for food at an event will require a Service Plan submitted and approved 14 days before the event. Self-service food, buffets, and home prepared foods are not allowed. Pre-packaged or served food can be requested. Direct specific questions to University Dining.  
   iii. Interaction: Guests should have minimal movement and interaction with other guests within 6’ distance. Any networking/mingling behaviors should be planned and coordinated to reduce clustering of attendees. Activities with physical contact or hard/forced exhalation beyond speaking voice require additional precautions to mitigate the spread of COVID-19. Attendees who are ill or exhibiting symptoms of illness are restricted from attending events.  
   iv. Layout: The room layout should allow adequate spacing for all functions of the event. Furniture and equipment may not be moved during an event.  
   v. Shared Items: Items for attendees should be not be shared. Event planners should evaluate the best way to distribute materials without person-to-person contact.  
   vi. Registration: The check in process should be planned to minimize lines or attendee clustering while maintaining 6’ distance, reduce use of shared items, and collect attendee contact information with as little direct person-to-person contact as possible.  

7. Contact Information: All event hosts are required to collect attendee information with as little direct person-to-person contact as possible. All attendee information should be maintained for 30 days and provided to area health departments or health services if requested.  
   i. Attendee Full Name (required)  
   ii. Attendee Email Address (required)  
   iii. Attendee Phone Number (optional)
iv. Attendee Campus ID Number (optional)

8. Event Appeal: If an event request does not fit within the framework above, the event requestor, in conjunction with the space scheduler, should contact Risk and Safety to request an event review.

B. Face Covering Requirements
1. All hosts and attendees must wear face covering while they are on UW Oshkosh property or attending a University-sponsored event (indoor or outdoor).
2. Event hosts are required to have face coverings available for attendees.
3. Please reference University Guidelines on Use of Face Coverings.

C. Physical Distancing Parameters
1. Event locations will be set up to comply with 6’ distancing of participants. Adjustments to a room’s layout cannot be made without the approval of the space scheduler.

D. Hygiene
1. Utilize facility restrooms for handwashing.
2. University facilities will have hand sanitizer stations in buildings.
3. Event hosts are responsible for supplying and having hand sanitizer available for attendees to use during the event.

E. Disinfection
1. Managed event locations should be cleaned and disinfected prior to each event. Cleaning supplies will be provided to clean shared equipment during the event.
2. General access locations, common areas, restrooms and high touch locations will be cleaned and disinfected routinely by Custodial Services.
3. Cleaning and disinfecting supplies will be available for sponsors/hosts to use before events/gatherings in general access locations.
4. Please reference University Guidelines on Disinfection.

IV. Procedure Modifications: Very High Alert
1. Event Capacity: All in-person events (indoor or outdoor) will be cancelled or occur virtually.

2. Space Scheduler Tasks:
   a. Notify event sponsor that the University alert level dictates that the event must be cancelled. Host/Sponsor should notify guests and service providers of the cancellation.
      i. Food: No catering services will be available; scheduled services will be cancelled.
   b. Determine if/when the event could be rescheduled.
   c. Process refunds if necessary.
   d. Update scheduling software/records to show that the event has been cancelled.
e. If cancellation occurred within 24 hours of the event, provide signage at the event space indicating the event has been cancelled.

V. Procedure Modifications: High Alert
1. Event Capacity: It is highly advised that events are held virtually. If necessary, in-person events of ten or fewer can occur with 6’ distancing in facilities that can meet other safety framework parameters. Room layout should provide adequate spacing for all the functions of the event.

2. Space Scheduler Tasks:
   a. Notify event hosts that the University alert level indicates a change in max capacity. Events that are not cancelled must comply with additional restrictions and allow no more than 10 attendees.
   b. Determine if/when the event could be rescheduled.
   c. Process refunds if necessary.
   d. Update scheduling software/records reflect updated capacity or status.
   e. If cancellation occurred within 24 hours of the event, provide signage at the event space indicating the event has been cancelled.

3. Event Behavior: Attendees should not have interactions within 6’ of other people. Hosts are encouraged to explore hybrid or alternative ways to deliver content.

VI. Procedure Modifications: Low Alert
1. Event Capacity: Spaces scheduled for events can use up to 50% of a room’s total set up capacity if the facility can uphold the identified safety parameters. Room layout should provide adequate spacing for all the functions of the event.
   a. Outdoor events that have adequate space may have more than 50 attendees

2. Event Behavior: There is greater flexibility with less emphasis on maintaining 6’ distance between attendees. Hosts are encouraged to explore hybrid or alternative ways to deliver content.
   i. Food: Same as Moderate Level.
   ii. Interaction: Attendees can interact in closer proximity; limit close contact of attendees.

VII. Guidance Documents/Policy Links:
- Fond du Lac County Safe Restart Guidelines and Recommendations for Action: https://www.fdlco.wi.gov/home/showdocument?id=23811
VIII. Templates/Forms:
- Event Safety and Planning Checklist
- Event Host Frequently Asked Questions
- Space Scheduler Guide

IX. Definitions
Space Scheduler: Individual responsible to review /confirm reservation requests, coordinate event details (layout, equipment, capacity, event functions, etc.), communicate guidelines, policies and expectations, execute facility use agreements as needed.

Host/Sponsor: Individual responsible for tasks, actions and activities of attendees at an event/meeting. Required to understand and enforce University guidelines, policies and expectations. Responsible for payment of invoices related to the event.

Face Mask: A reusable cloth or disposable material face covering worn as a barrier to help prevent respiratory droplets from traveling into the air and onto other people nearby when the wearer coughs, sneezes, talks, sings, or raises their voice.

Symptoms of Illness: Symptoms may be any of the following (though other symptoms may be possible):
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

X. Revision History:
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