I. Overview
A long-time friend, and alum, of UW Oshkosh passed away on February 14, Pat Goetz. Pat was the oldest-ever graduate of UWO. Her children are seeking a place in Oshkosh -- ideally on campus -- to host a small memorial service for Pat, since UWO is essentially, in Pat's words, what kept her alive the last ten years. Her graduation five years ago was held in Pollock House, so it seems like a fitting place to gather to celebrate Pat on Friday, February 26, from 4 to 6 pm.

II. Applicability:
Guests of UW Oshkosh

The event is open to the public, but Pat’s daughter Mary Mattioda and UWO Professor Laura Jean Baker will only be sharing the information with small lists of people, e.g. English Department Faculty, Continuing Ed staff, and a few former students with special connections to Pat. The event will not exceed 20 people, which is the total EOC capacity of the combined rooms at Pollock Alumni House.

III. Procedure: Moderate Alert Protections in Place
This event is only applying to the Moderate Alert level because it is a one-time event.

A. Procedure/Process
1. Open House, 4:00 to 5:30 PM; short service, 5:30 to 6:00 PM.
2. Mary Mattioda will stand outside the door, tracking the total number of people in the Pollock Alumni House between 4:00 and 5:30 PM. She will keep them spaced six feet apart as they wait in any line that forms. Mary is an R.N. and will screen visitors at the door by taking their temperatures and directing them to the UWO app for further screening questions. NO EXCEPTIONS.
3. A livestream option is available for those unable to attend in person due to capacity limits; this applies to the short portion of the memorial (5:30 to 6:00 PM) in which short prayers and
poems will be shared. During this time, the building capacity will be held to 20 or fewer people. NO EXCEPTIONS.

4. A time limit of entry to the memorial will be limited to 10 minutes per person. The only exception will be the organizers of the event, who will stay for the duration to supervise and manage compliance with COVID regulations.

B. Face Covering Requirements
1. This event will follow the University requirements of face coverings, following SOP-PND-20-03.
2. Mary Mattioda and Laura Jean Baker will provide masks to any visitors without masks.

C. Physical Distancing Parameters
1. This event will follow the University requirements of physical distancing, following SOP-PND-20-04.
2. This will be an open-house, mingling. No handshakes, hugs, or personal contact will be allowed. This will be strictly enforced by Debbie Gray Patton, Mary Mattioda, and Laura Jean Baker.

D. Hygiene
1. This event will follow the University requirements of hygiene, following SOP-PND-20-01.
2. There will be bottles of hand sanitizer available in Pollock House.
3. There will not be food at the event.
4. Debbie Gray Patton will sign in guests, and we can keep all the names and contact info in a single notebook.

E. Disinfection
1. This event will follow the University requirements of disinfection, following SOP-PND-20-02.
2. There will be EPA approved wipes available in Pollock House. The spaces in the building used will be wiped down before and after the event.
3. Debbie Gray Patton and Mary Mattioda will wipe down all surfaces and see to it that the room is sanitized after the event.

IV. Procedure Modifications: Very High Alert
1. Not required as this is a one-time event. If the university would reach the Very High Alert level before this event, the event would be cancelled.

V. Procedure Modifications: High Alert
1. Not required as this is a one-time event. If the university would reach the Very High Alert level before this event, the event would be cancelled.

VI. Procedure Modifications: Low Alert
1. Not required as this is a one-time event.

VII. Guidance Documents/Policy Links:

VIII. Templates/Forms:

IX. Definitions
X. Revision History:
Created: 2/17/2021
Revised/Reviewed: