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

This document outlines specific capacity, face covering requirements, physical distancing parameters, and event procedure/process, hygiene, and disinfection.

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

III. Procedure: Protections in Place
a. Event Capacity:
   i. Spaces scheduled for events can use up to 50% of a rooms/facility’s total capacity or the following capacity limits, whichever is less. Facility/room layout should provide adequate spacing for all functions of the events.
   1. Kolf Field House 288
   2. Kolf Gym A, B, and C 180 (60 per segment)
   3. Albee Pool 106
   4. JJ Keller Field 288
   5. Oshkosh B’gosh Field 288
   6. Tiedemann Field 100
   7. Softball Park 100
   8. Tennis Courts (2) 10
   9. Tennis Courts (3) 15
b. Face Covering Requirements:
   i. Face coverings will be worn in accordance with University’s Use of Face Coverings SOP.
c. Physical Distancing Parameters:
i. Personal equipment and water breaks will be spaced at least six feet apart.
ii. Any unnecessary physical contact will be prohibited.
iii. Social distancing will be adhered to in accordance with the University’s Physical Distancing Practices SOP.

**d. Procedure/Process:**


ii. Food: Food will be served in accordance with the Universities Dining SOP.

iii. Pick Up/Drop Off: To minimize risk of exposure and to reduce the number of people in athletic facilities, parents/guardians will not be permitted to enter the facility for pick up or drop off. Designated pick up and drop off areas and times will be established. Host/sponsor will clearly communicate protocol to staff and participants. Host/sponsor will work with space scheduler to ensure parking services has been informed of and has approved all pick up and drop off procedures.

iv. Registration: The check in process should be planned to minimize lines or attendance clustering while maintaining 6’ distance, reduce use of shared items, and collect attendance contact information with as little direct person-to-person contact as possible.

v. Self-Assessment: All staff and participants will complete a self-assessment form at the start of each scheduled day of activity. All forms will be archived until August 31, 2021.

vi. Temperature Checks: Temperature checks will be conducted and tracked. If staff or participants have a temperature over 100.4 degrees Fahrenheit, a second check will be conducted 15 minutes later. If either the first or second temperature check is under 100.4 degrees Fahrenheit they will be allowed to participate.

vii. Lodging: Lodging will be offered and conducted in accordance with Universities Conference Services SOP only if such an SOP is approved. Additionally, host/sponsor will manage and provide oversight of all attendees. Host is responsible for providing a 1:10 staff to attendee ratio in the lodging site.

viii. Hygiene:

1. Participants/staff will be asked to sanitize before entering the facility.
2. Participants/staff will be reminded frequently to wash hands specifically before and after using shared equipment, receiving medical treatment, and at the conclusion of the event.
3. Participants/staff should avoid touching eyes, nose, and mouth with unwashed hands. Participants/staff should cover cough and sneeze inside of elbow or tissue, and discard tissue after use.
4. There will be no sharing of personal equipment. This includes items such as water bottles, gear, and more.

ix. Disinfection:

1. The host will minimize the sharing of equipment and objects. Certain equipment will be limited to one group of participants. Between individual and group use, this equipment will be sanitized.
2. Managed event locations should be cleaned and disinfected prior to each event. Cleaning supplies will be provided to clean shared equipment
during the event.
3. General access locations, common areas, restrooms and high touch locations will be cleaned and disinfected routinely by custodial services.
4. Please reference University Disinfecting Practices SOP.

IV. Definitions
a. Space Scheduler: UW Oshkosh employee responsible for reviewing/confirming reservation requests, coordinate event details (layout, equipment, capacity, event functions, etc.), communicate guidelines, policies and expectations, execute facility usage agreements as needed.
b. Host/Sponsor: UW Oshkosh or non-affiliated 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 event.
c. 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.
d. 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.

V. Guidance Documents/Policy Links:
   d. Fond du Lac County Safe Restart Guidelines and Recommendations for Action: https://www.fdlco.wi.gov/home/showdocument?id=23811