Request for UOG Face-to-Face Activities During COVID-19

Updated March 5, 2022

In order for your request to host a face-to-face UOG activity to be considered, please review and fill-out the sections below. Provide as much information as possible about the event and the plans to reduce COVID-19 transmission risk to participants. You will be provided a response within 2-3 workdays, and that response may ask for additional information. Requirements and permissions are subject to change based on new Executive Orders (EO), Department of Public Health and Social Services (DPHSS) Guidance Memos, or as situations dictate. **Submit questions and completed forms to** [**covidsafety@triton.uog.edu**](mailto:covidsafety@triton.uog.edu)**.**

First, read the following and then answer the questions on page 2 so that the COVID team can consider your request with any additional comments.

UOG Best Practices for Operating During COVID-19

For the health and safety of all, it is important that we are all informed of everyone’s responsibilities and expectations. The following are UOG’s current best practices for operating during COVID-19, which are also critical requirements and behaviors expected from everyone during UOG activities, both on and off campus. Carefully read them below and be prepared to answer questions about them regarding the planning of your event.

1. Every activity sponsored by UOG needs to be managed by the host as if it were being inspected for compliance. It is important to comply, even when no one is watching.
2. If taking photos, ensure photos reflect compliance of mask wear and social distancing. Sanitize afterwards.
3. Know and follow current social gathering or congregating requirements pursuant to the latest EO and DPHSS Guidance Memo. (See [https://www.uog.edu/covid-19/#Advisories](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uog.edu%2Fcovid-19%2F%23Advisories&data=04%7C01%7Chollyerj%40triton.uog.edu%7C0a66efbfc81b4d063b1a08d9fce1d702%7C2a652fdf10c34e4f9e94369090abfd04%7C0%7C0%7C637818869175375303%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=hRiaoFRYMjVtnZS%2FXlCO7Hi4PcexTX%2Bc2qONwjcJRtA%3D&reserved=0))
4. Know the penalties involved with violating the EO and DPHSS Guidance Memo requirements.
5. Post and follow all COVID-19-related signage and instructions.
6. Stay home if you are sick or if you have been in contact with someone who is positive, or potentially positive, for COVID-19. Report absence and situation to appropriate leadership chain.
7. Properly wear a mask always covering your nose and mouth both indoors and outdoors.
8. Always maintain social distance of 6-feet from other people, as appropriate.
9. Wash or sanitize hands frequently. If sanitizers are empty, report to respective building staff to resolve.
10. Sanitize high-contact surfaces frequently.
11. Sign-in as required when entering buildings, offices, and rooms for Contact Tracing purposes.
12. Prepare seating charts, as applicable to the event, for Contact Tracing purposes.
13. Securely keep all sign-in sheets and seating charts for a minimum of 30 days for Contact Tracing purposes. If no incident occurs, they may be shredded, unless needed for other official purposes.
14. Do temperature checks, as required.
15. Do not gather, congregate, or loiter inside or outside of buildings.
16. Food and beverages are not authorized for consumption in classrooms, labs, or office breakrooms. Such items should be consumed outside of the classroom, outdoors, or in designated eating areas, with at least 6-feet social distancing from others.
17. If there are meals and/or drinks at UOG activities on and off campus, they will be served as to-go. Meals and drinks must be previously approved. Requests for approval should be submitted to [covidsafety@triton.uog.edu](mailto:covidsafety@triton.uog.edu).
18. It is everyone’s responsibility to check for compliance on all protocols and to report any shortages or shortfalls to the building administrator so they can be corrected as soon as possible – team effort. Shortfalls may also be reported through email at: [covidsafety@triton.uog.edu](mailto:covidsafety@triton.uog.edu).

***-------------------------------------- Fill Out and Return --------------------------------------***

1. **Your Name, the person responsible for the event:**
2. **Position and Unit:**
3. **Email:**
4. **Best Phone Number:**
5. **Name of Event:**
6. **Date(s) of Event:**
7. **Time of event (start and end times):**
8. **Location of Event:**
9. **Purpose of event, including why this event must be held face-to-face:**
10. **How many participants will be attending? Specify below.**

**Employees: \_\_\_\_\_ Students: \_\_\_\_\_ Guests: \_\_\_\_\_ Others: \_\_\_\_\_**

1. **Will there be food and/or beverages provided at the event? If so, why must they be provided at this time? Note: If approved, meals and/or drinks at UOG activities on and off campus, shall be served as to-go.**
2. **Address the following items by providing some general understanding about how the responsible parties will address and be accountable for them:**
3. **Contact tracing:**
4. **Sanitization before, during, and after (describe in detail your sanitation methods & protocols, scheduled time(s), person(s) involved):**
5. **Personal protective equipment and supplies (masks, face-shields, etc.):**
6. **Please attach a layout / drawing of the event space that supports this request. Add any other information, as appropriate.**