



Request to have Food/Refreshments at UOG Activities During COVID-19

Date of request:

Name of Unit / Program:

Name of instructor(s) / Host(s):

Name of assistant(s) if any:

Specific date(s) and time(s) requested:

Specific location of activity:

Total # of people expected to attend:

Description of activity:

Distribution | Explain the procedures for food/refreshment distribution and consumption during the event.

Sanitation | Describe in detail the COVID-safety sanitation protocols that will be in place during the activity.

Safety | Describe in detail how you will enforce covid-safety compliance during the activity. For example, ensuring social distancing during “break times” when people are eating the food/refreshments. Will any PPE be provided?

If approved, the requestor/host will ensure further compliance as follows:

Eating should be outside or at authorized eating locations. Do not consume food or drinks with masks pulled down while walking around. Take food or drink to a fixed location at least 8-10 feet away from others before removing masks.

REQUESTOR

APPROVING AUTHORITY

Print Name of Requestor/Host

APPROVED NOT APPROVED

Signature of Requestor/Host / Date

Senior Vice President & Provost / Date

DEAN/DIRECTOR

Recommend Approval
 Not Approved / Returned to Requestor

Signature of Dean/Director / Date