

COVID-19 Safety Plan Template for Student Organizations

Please include the applicable sections below in your event safety plan and any additional safety measures you would like to propose for your specific event.

Student Organization –

Event Name-

Event Date-

Duration-

Frequency (for recurring events)

Expected Number of Attendees-

Proposed Location-Include Building and Room Number

Indoor or outdoor event

Are you using an approved room layout? Consult with Meeting & Conferences for the approved layouts of the rooms in Student Center East and Student Center West available for student organizations. If you are not using an approved layout, include a proposed layout of the event showing locations of tables and chairs, and distances between where attendees will sit or stand.

Does the event involve food? If yes, see applicable requirements for food to be served at a student event.

How social distancing will be ensured? Indicate which of the following methods you will use to ensure social distancing:

- 1) Using an approved layout for the event room.
- 2) If not using an approved layout, marking where people are to sit/stand. How will you mark where people are to sit or stand?
- 3) Will there be a monitor who monitors social distancing, mask usage, and adherence to capacity limits?
- 4) Are attendees invited or is there a registration process?

Outdoor request:

Does the event involve a tent 400 square feet or greater? If yes, special requirements will apply which will be discussed with the event organizer.

Requirements for all Events

- 1) Masks should be worn at all times, except when actively eating or drinking.
- 2) Six feet of distance should be maintained at all times, except if specifically noted below.
- 3) Group sizes should not exceed room capacities or 50 people.
- 4) If hand sanitizer is not available in a dispenser in the room, the student organization must supply hand sanitizer.
- 5) Events must be by invitation only or attendees must pre-register. No “drop-in” events are allowed at this time. For tracing purposes, event RSVP must include name, UIN, email, and phone numbers. Student organizations will need to use Event Pass to check-in students.
- 6) Events should generally be limited to UIC students. If the event will involve non-UIC students, this must be approved as part of the event approval process.

Standard Meeting Safety Requirements

- 1) The meeting organizer should ask each attendee to show their “daily pass.” The “daily pass” must be in a “green” or “yellow” status to be able to join the meeting.
- 2) The meeting organizer must record the names and UINs of attendees and retain these records if this information is needed for contact tracing purposes.
- 3) Attendees should make every effort to comply with the room layout, i.e. attendees should only sit in the seats marked with a “sit here” decal. They should not move or reconfigure the furniture. Meetings and Conferences has applied the “sit here” decals for the approved layouts.
- 4) If the approved layout(s) truly will not work for the group, variances must be approved by the Environmental, Health, and Safety Office (EHSO) Fire Marshal. The student group must provide explicit detail on how they propose to modify the approved layout. The Student Organization would need to place removable signs indicating where to sit or stand.

Requirements for Meetings Where Food will be Served

- 1) Do not serve food that multiple people will touch. For example, do not serve a box of doughnuts or bag of cookies that more than one person will put their hands in.
- 2) Instead, serve items like individually wrapped cookies or muffins. Instead of a 2-liter bottle of soda multiple people will put from, serve individual cans or bottles of beverages.
- 3) Likewise, do not serve hot food like pizza or items where multiple people would take servings. Instead, serve meals that come individually wrapped.

Requirements for Dance Practices

- 1) Dance practices will be placed in the Student Recreation Facility (SRF), if the space is available. This is the only indoor space currently approved for dance practices and performances.
- 2) Dance practices and performances may also be held in approved outdoor locations.
- 3) Masks must be worn during practice.
- 4) The practice organizer must record the names and UINs of attendees and retain these records if this information is needed for contact tracing purposes.
- 5) The practice organizer should ask each attendee to show their “daily pass.” The “daily pass” must be in a “green” status to be able to join the practice/performance. Participants should

ideally participate in UIC saliva testing as close to the event as possible (48 to 72 hours before the event).

- 6) The group must adhere to the capacity of the room when it is set up as a dance studio.
- 7) if using the MAC Suite in the Student Recreation Facility, after every thirty minutes of practice, the group should vacate the room to allow one air exchange to occur. The time needed for one air exchange to occur in each approved dance room is noted below
- 8) Due to the size of the MAC Gym, it is not necessary to vacate the space after a certain time period.

Rooms Approved for Dancing as of 3.4.21

Room Name	Room Number	Time to Achieve One Air Exchange
MAC Gym		NA
Mac Room	134	5 minutes

Requirements for Tents 400 Square Feet or Larger

All tents 400 square feet or larger have fire code requirements, this includes tents with no sides.

- All sections need to have to meet NFPA 701 flame resistance, this can be printed on the tent or a certificate can be provided.
- If the tent has sides, exit signs and emergency lighting needs to be provided.
- No smoking is allowed and “No Smoking” signs shall be posted.
- Cooking is not allowed inside, but you can serve food.
- The tent company needs to provide documentation of structural stability and weather resistance.
- Any heating device used in the tent needs to be UL listed.
- A fire extinguisher is required
- There needs to be 20’ separation from buildings and other tents
- Emergency access to the tent needs to be approved by the UIC Fire Marshal.
- The UIC Fire Marshal must approve the capacity of the tent, layout of the tent, and may require an inspection prior to tent use.