

COVID-19 Event Safety Plan

Due 2 Weeks Prior to Event

Texas A&M-Corpus Christi's event guide for events held during the pandemic is available on the Campus Guide website. A brief summary of the various stages and precautions is provided below, and all event coordinators are required to review the document before coordinating an event. University administration will determine which stage is applicable. Note: no in-person events in Stage 1.

Stage 1: All programming (including meetings and events) will need to take place remotely.

Stage 2 through 5: In person events should offer a virtual option for participation/engagement when possible. Groups should consider alternate/creative activities for large events and consider reducing participants, relocation, and staggering attendance to help maintain safe environments. Meetings and activities will be offered remotely or cancelled if they cannot adhere to the safety guidelines or occupancy limits. The sponsoring department or organization of an event is responsible for compliance with these guidelines.

All hybrid or in-person events must submit a COVID-19 event safety plan consistent with the guidance provided in these recommendations when scheduling any university facility/grounds for event use. Plans must be submitted two (2) weeks in advance of the event and approved by the facility's director/manager or designee in the event of their absence. In the event that the university approved Event Stage changes, event plans would need to be updated to reflect the change in safety guidelines. Any university sponsored function held off campus must be approved by sponsoring division Vice President and follow University COVID-19 event safety protocols. If the sponsoring department or organization is providing transportation to an event, safe social behaviors and the proper precautions should be outlined in the event proposal.

Contact Information

Primary Event Contact Name	
Phone Number	
Email Address	

Proposed Event Information

Sponsoring Department(s)/ Student Organization(s)	
Event Name	
Date	
Time	
Location	
Expected Attendance #	
Describe how the event is related to the mission of your department or organization.	

Risk Assessment Information

Please be concise in your wording. Once complete, **save** this form to your device and email it to the building's event coordinator.

Question	Answer
1. Can this event be held virtually? If no, why not? (Reminder, all routine meetings, including department and student organization meetings, should be held virtually.)	
2. Who will be attending your event (organization/department members, general campus community, non-university guests)? Please describe.	
3. How will you control the number of attendees coming into the event space?	
4. All event attendees must be recorded for contact tracing protocols. Use of iEngage is recommended for this purpose. Please describe how attendee names and contact information will be obtained and recorded? How will you maintain social distancing during the event entry/check-in process? (A touchless process is strongly recommended.)	
5. How will participants be made aware of/agree to the required COVID-19 safety agreement listed in the event guide? Building the questions into an online check in process, such as an I-Engage RSVP is preferred. Signage at event entrance is a required. Check with the event facility for information about signage availability.	

<p>6. How will you maintain social distancing during the event (i.e.: departure & entry points, food service or other lines, seating, waiting areas, etc.)? Please respond specifically for each element of your event.</p>	
<p>7. Are you distributing any materials (handouts or giveaways) at this event? If so, have you considered another delivery for paper items like flyers, marketing, agendas, etc.? If distributing items or materials how do you plan to do so safely based on the event stage?</p>	
<p>8. Are you serving food at your event? Only TAMU-CC Catering will be allowed unless you have submitted the food exemption form and provide written approval. Have you contacted catering? How will you comply with the event policy based on the current stage?</p>	
<p>9. Please describe all safety measures that will be used during this event (masks, hand sanitizer, etc.) not previously listed.</p>	

For Building/Facility Use Only:

Date Received	Facility Reviewer	Approved/Denied	Date