

UAF Policy 04.06.200

Original Adoption: October 13, 2020

Revised: February 3, 2021

Responsible Chancellor's Cabinet Member: Michelle Renfrew

Responsible Department/Office: University Relations



EVENTS POLICY

1.0 POLICY STATEMENT

This policy reflects CDC recommendations and State of Alaska pandemic reopening policies and defines the types of events UAF will allow and who will approve them. UAF evaluates the totality of risk for proposed events in consideration of community factors, University of Alaska policy guidance, State of Alaska outbreak orders, and CDC guidance. Because UAF is able to exert control over our environment to an extent, we are able to conduct some events while managing risk to an acceptable level.

2.0 RISK ASSESSMENT

Events are based on CDC risk levels included later in this document. The size of the event is a factor in the risk assessment, but may not necessarily indicate risk as much as the ability to maintain physical distance of at least six feet, the amount of time spent together, where the attendees are coming from, the activities within the space, and other factors.

1. Lowest risk events

- Virtual events

Examples: virtual events which include training, business meetings, and academic-related events.

2. More-risk events

- Ability to remain physical distance (at least six feet apart)
- May include some external local attendees
- Typically 2-25 attendees*

Examples: small indoor/outdoor events which include training, business meetings, and academic-related events.

3. Higher-risk events

- Attendees outside of local area, non-UAF affiliated attendees
- Event can be adapted in most cases for physical distancing (size limited to space availability)
- Typically >25 attendees*

Example: medium-sized indoor/outdoor events such as testing, business meetings, gatherings, and non-academic classes not exempted in Section 7. Outdoor events that fall into this category include soccer, cross-country running/skiing, rugby and Music in the Garden.

4. Highest-risk events

- Six feet physical distancing is difficult or unattainable
- Attendees from outside local area, non-UAF affiliated attendees
- Typically >49 attendees

Examples: large in-person gatherings. Events that fall into this category are larger conferences, receptions, concerts, comedy shows and events.

Other factors that may affect your event

There may be state outbreak orders that affect whether or not you will be able to host your event, particularly, if you have attendees who are traveling from out of state or in state if you are holding your event in a community that has restrictions.

The state has developed [guidelines](#) for social, religious and other gatherings. More information and guidance on different types of events and other resources is available on the state's website under [large gatherings, crowds and sporting events](#).

[Borough and regional COVID-19](#) case levels may also affect whether or not UAF will approve events. Events that have been previously approved may be canceled.

Travel indications and alert levels

Please be advised that if attendees are not from the local area, your event falls into the highest risk category and you will need to follow State of Alaska [health](#) and [travel](#) outbreak orders.

- <https://covid19.alaska.gov/health-mandates/#10>
- <https://covid19.alaska.gov/travelers/>

UAF reserves the right to cancel an event, or activity, at any time due to safety concerns, compliance, or changes to state [health mandates](#) or local [alert levels](#) that may indicate an increased risk of the spread of COVID-19. The only way to guarantee an event will proceed without risk of cancellation is to hold it virtually.

3.0 [DEFINITIONS](#)

CDC event definitions

Event: A planned or spontaneous gathering, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding or sporting event.

- **Lowest risk:** Virtual-only activities, events and gatherings.
- **More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least six feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).
- **Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least six feet apart and *with attendees coming from outside the local area*.
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least six feet apart and attendees travel from outside the local area.

4.0 [REFERENCES RELIED UPON](#)

This policy relies on the following references:

- [COVID-19 event mitigation plan](#)
- [Sample plan](#)
- [COVID signs](#) you can use at your event
- [Classroom layouts](#)
- [Symptoms of COVID](#) and other digital resources from CDC. If someone is showing COVID-like symptoms they should not attend your event.
- [Borough and regional COVID-19 case levels](#)
- Pre-approved plan for trail users, and common use space agreements (tbd)
- [UAF Face Coverings Policy](#)
- [State of Alaska Attachment N: Social, Religious, and Other Gatherings](#)
- [State of Alaska DHSS: Gatherings, Sports, and Community Events](#)
- [State of Alaska Outbreak Orders](#)
- [State of Alaska: Information, health orders, and advisories for anyone traveling to Alaska from the lower 48 and international destinations](#)

5.0 [RESPONSIBILITIES](#)

Guidance for event planners and space schedulers

The following questions would need to be addressed for all events or activities. More detail is provided in the [COVID-19 event mitigation plan](#) in order for the event or activity to be approved with the recommended protocols in the following areas:

- Face coverings required, unless otherwise specified [\[UAF Face Coverings Policy\]](#)
- Physical distancing (at least six feet of space between participants), required unless otherwise indicated. Special attention should be given to seated meals and receptions.
- Gathering information for contact tracing (pre-registration/questionnaire for attendees-including recent travel out-of-state travel, symptoms, etc.)
- Activities, such as singing or exercising, where physical distancing may be more important
- Sanitation plan (includes limiting the use of shared equipment, food utensils and microphones)
- Traffic management (may include clearly marked signs to reduce congestion)
- Staggered scheduling, if possible
- Responsible person clearly identified for event oversight and management

6.0 [NON-COMPLIANCE](#)

Failure to comply may result in preventable exposures to occur. Incidents of non-compliance will be reviewed and may lead to revocation of event hosting privileges and cancellation of events.

7. [EXCEPTIONS](#)

The following activities do not require use of the events approval process.

1. Facilities Use Agreements

[Facilities Use Agreements](#) (FUA) and/or Land Use Agreements are required to be in place when non-affiliate organizations or external users access university facilities or grounds. The FUA ensures the non-affiliate organization or external user group assumes all responsibility, risk and liability associated with the activity. COVID-19 mitigation/safety plans must be included for now as an addendum. Long-term facility users continue to work through appropriate space schedulers and adhere to the same state and university guidelines.

2. Student Activities and student clubs

Wood Center and Residence Life staff will continue to schedule lowest, more-risk, and higher-risk events for student clubs and adhere to the same SOA and UAF guidelines for on and off-campus events. This exception does not apply to events with non-UAF attendees. Planners and/or space schedulers must consult with Environmental Health, Safety and Risk Management or OST on safety and COVID-19 issues on higher-risk events, and are encouraged to do so for lowest and more risk events. For departments scheduling student activities in campus buildings, COVID-19 safety plans are required.

3. Business meetings and routine business operations

Business meetings, routine business operations, and small internal events (e.g. thesis defenses, staff meetings, training sessions, etc.) do not need to run through the events form/process unless there are more than ten in attendance. The meeting organizer will be responsible for ensuring that all meeting participants attest to the [UAF campus entry restrictions](#) guidance, the UAF COVID-19 face covering policy, and maintaining six feet of physical distancing at all locations owned or operated by the University of Alaska Fairbanks.

4. Athletic competitions and spectator events

Athletic competitions and spectator events (e.g. exhibitions) are evaluated and managed through the Athletic Director's office. Activities other than competitions and spectator events such as fundraisers, camps and social events will be subject to evaluation and approval by the events committee using this process in coordination with the Athletics department.

8.0 [PROCEDURES](#)

Most events and activities fall into the following approval processes. Regardless of the approval process, in-person events and activities will require a COVID-19 safety plan.

UAF Events Committee

The UAF Events Committee, led by the Institutional Events Manager, is responsible for assessing and approving events so they meet state and UAF guidelines. Doing so helps to ensure events are conducted safely and can be supported by UAF departments. The committee ensures that the event complies with fire code, protections for minors, insurance/liability issues, Facilities Services needs, campus access issues, space reservations and activity conflicts, food waivers, custodial needs, parking, overall coordination and

public relations concerns, etc. Representatives from Police, Fire, Risk, North Campus, Facilities, Student Affairs/Wood Center, and Dining Services make up the committee.

If you are not sure if an event falls within a particular category, please contact the Institutional Events Manager at uaf-events@alaska.edu for additional information and guidance.

1. Lowest risk events

These events are not required to go through the events review process, however, it's a good idea to coordinate with Institutional Events to avoid conflicts -- especially on larger online events and conferences.

2. More-risk events

2-10 attendees

Completing the [event form](#) is not required for business meetings, routine business operations, or small internal events without catering, facility, or other special needs. The event planners must abide by all COVID-19 mitigation measures.

11-25 attendees

Event planners fill out the [event form](#) and submit a [COVID-19 mitigation plan](#) and floor plan. The Events Committee reviews the completed form. The committee may approve, conditionally approve, or deny the event.

UAF will continue to assess state and local COVID-related health guidance and may approve external events when it is determined safe to do so. Externally hosted events may only be approved by exception from the chancellor

3. Higher-risk events

Event planners fill out the [event form](#) and submit a [COVID-19 mitigation plan](#) and floor plan. The Events Committee reviews the completed form. UAF's Institutional Events Manager forwards mitigation plans for higher-risk Events to the OST lead for review. The committee may approve, conditionally approve, or deny the event.

UAF will continue to assess state and local COVID-related health guidance and may approve external events when it is determined safe to do so. Externally hosted events may only be approved by exception from the chancellor

4. Highest-risk events

Event planners fill out the [event form](#) and submit a [COVID-19 mitigation plan](#) and floor plan. The Events Committee reviews the completed form. UAF's Institutional Events Manager forwards mitigation plans for higher-risk Events to the OST lead for review.

UAF will continue to assess state and local COVID-related health guidance and may approve Highest Risk events when it is determined safe to do so. Events may only be approved by exception from the chancellor.

8.11 Procedures Review and Update

Procedures that support this policy shall be updated as needed.

THIS POLICY IS EFFECTIVE AS OF 10/13/2020. THE POLICY IS APPROVED:

A handwritten signature in blue ink, appearing to be 'DMW' or similar, enclosed in a circular flourish.

Daniel M. White, Chancellor
University of Alaska Fairbanks

February 3, 2021

Date