SAFETY PLAN FOR GUEST SPEAKER

EVENT INFORMATION & OVERVIEW
- Organization Name: XYZ Student Organization
- Event Date: Wednesday, November 18, 2020
- Location and Maximum Capacity: Rion Ballroom, Maximum capacity = 50
- Event Description: Meeting with a guest speaker who will discuss how our organization can be more active in social justice movements
- Event Purpose/Goal: Bring our members together around a common goal
- Timeline:
  - Setup: 4:30 pm
  - Doors open (if applicable): 5:00 pm
  - Event Start: 5:30 pm
  - Event End: 6:30 pm
  - Clean Up: 6:30 pm – 7:00 pm
- Attendance (anticipated number and type of audience): 25 students who are members of our organization and 1 guest speaker who is not affiliated with UF
- Collaborating Organizations and/or Departments: none
- Event Contacts, including name, email, and phone # and list of responsibilities at event:
  - John Doe – 555-555-5555; johndoe@email.com; managing check in area
  - Jane Doe – 111-111-1111; doe.jane@email.com; ensuring safety guidelines such as maintaining physical distancing and face coverings

EVENT MANAGEMENT
- Registration/Check-in: Describe your organizations plan for registration/check-in of event attendees. Contactless methods are strongly encouraged. Contact rosters including name, email address, and phone number must be maintained for 30 days following the event for contact tracing, if needed.
  - Students will be required to register in advance through a Qualtrics form. A QR code will be posted at the room entrance for students to scan for check in and enter their contact information for contract tracing.
- Food & Beverages: Indicate whether food and/or beverages will be available at the event. Review the COVID Catering Guidelines for Event Planners for the safe offering of food and beverage services.
  - No food or beverages will be provided at the event
- Event Activities: Describe any activities occurring during the event and indicate what, if any, safety measures will be implemented for each activity.
  - No activities will occur that require additional safety measures

GENERAL SAFETY PLAN
- The University of Florida EVENT PLANNING AND SAFETY GUIDE – COVID-19 will be used as the guiding document in the management of this event.
- Attendees/participants, presenters/performers, members, and volunteers will be required to wear face coverings.
- Physical distancing of at least 6’ must be maintained.
• Indicate how seating will be arranged and physical distancing encouraged.
  o Room will be setup with a stage for the guest speaker. Attendees will be seated in chairs that are spaced at least 6’ away from each other.

HEALTH & SAFETY
• Individuals should not report to the event if they are experiencing any of the following COVID-19 symptoms:
  o Persistent cough
  o Temperature of 100.4 degrees Fahrenheit or higher. No one should report to the event site within 48 hours of exhibiting a fever.
  o New loss of taste/smell
  o Fatigue
  o Muscle or body aches
  o Headache
  o Shortness of breath or difficulty breathing
  o Sore throat
  o Congestion or runny nose
  o Nausea or vomiting
  o Diarrhea
• All individuals must always wear approved face coverings. Masks with exhalation valves or vents are prohibited because they do not provide protection to others. Neck gaiters and bandanas should not be worn unless no other face covering is available. It is recommended that organizations have a supply of disposable face coverings available for attendees that do not have one.
• Include any additional health & safety measures the organization will implement

CLEANING & SANITIZATION
• Describe access to soap/water and/or hand sanitizer
  o Restroom facilities and hand sanitizer stations are available in multiple locations inside the Reitz Union.
• Describe any cleaning/sanitization protocols for equipment and/or event materials
  o None

COMMUNICATION PLAN
• Before the event: Include information about any messaging in email or on social media about the event options and protocols.
  o An email will be sent to all organization members inviting them to attend. They will be advised not to attend the event if experiencing any symptoms or if they been withheld from campus for any reason. They will also be advised that face coverings and physical distancing are required. Instructions for the pre-registration and contactless check-processes will be included.
• During the event: Include information about signage plan and any verbal announcements/reminders that will occur.
  o Announcements will be made at the start of the event reminding attendees they must check in using the QR code. The announcement will also include reminders that physical distancing will be maintained, and face coverings must be worn.