SAFETY PLAN FOR OUTDOOR MOVIE

EVENT INFORMATION & OVERVIEW
- Organization Name: XYZ Student Organization
- Event Date: Tuesday, November 17, 2020
- Location and Maximum Capacity: Reitz Union North Lawn, Maximum capacity = 150
- Event Description: Outdoor showing of the Disney movie UP
- Event Purpose/Goal: Provide an opportunity for students to enjoy a movie together
- Timeline:
  - Setup: 4 pm – 5 pm
  - Registration/Check-in Open: 5:30 pm
  - Event Start: 6:00 pm with DIY crafts; movie begins at 7:00 pm
  - Event End: 9:00 pm
  - Clean Up: 9:00 pm – 9:30 pm
- Attendance (anticipated number and type of audience):
  - 75 UF students
- Collaborating Organizations and/or Departments: ABC Student Organization
- 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; doejane@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 Eventbrite. When they arrive, they will scan a QR code and enter their contact information for contact 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.
  - Individually packaged candy and bottled waters will be available and provided by Classic Fare Catering
- Event Activities: Describe any activities occurring during the event and indicate what, if any, safety measures will be implemented for each activity.
  - DIY craft projects will be available at tables away from the movie viewing area. Individual craft kits will be available for participants to take and complete at the event using physically distanced tables/chairs or they can take a kit to complete at home.

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 As students arrive, they will be directed to a seating area based on the number of people in their party. They will be spaced at least 6’ from other groups.

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 are available inside the Reitz Union. Hand sanitizer stations will be setup around the north lawn and at the craft and food stations
• Describe any cleaning/sanitization protocols for equipment and/or event materials
  o Craft kits will be prepackaged by executive board members from our organization

COMMUNICATION PLAN
• Before the event: Include information about any messaging in email or on social media about the event options and protocols
  o Event will be advertised on social media. Individuals will be advised not to attend the event if experiencing any symptoms or if they have 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-in processes will be included.
• During the event: Include information about signage plan and any verbal announcements/reminders that will occur.
  o Signage will be posted at check in and around the seating area about the requirements for face coverings and physical distancing.
Event volunteers will be present throughout the event space to remind attendees, as needed, to remain physical distant and wear their face coverings.