

## COVID Event Checklist (University Sponsored Events)

*For Student Centers, this includes Registered Student Organizations (RSOs) and University Departments*

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

1. We are aware of the COVID-19 pandemic and the potential risks of large group gatherings and will communicate these risks to all patrons;
2. We will not allow patrons who have traveled internationally within the last fourteen (14) days to attend the event;
3. We will not allow patrons who have had contact with anyone who has tested positive for COVID-19 within the last fourteen (14) days to attend the event;
4. For those that are attending the event, we will require them to acknowledge that they have not traveled internationally and have not had contact with anyone who has tested positive for COVID-19 within the last fourteen (14) days and that they do not currently have any of the symptoms listed at <https://uh.edu/covid-19/information/coronavirus-symptoms/>.
5. We strongly encourage the at-risk population (At-risk population are those who are 65 or older, especially those with chronic lung disease; moderate to severe asthma; chronic heart disease; severe obesity; diabetes; chronic kidney disease undergoing dialysis; liver disease; or weakened immune system) to watch or participate in the event remotely; or designate an area inside of the event seating that is reserved for at-risk population.
6. We understand and acknowledge capacity limits and have used the Guidelines for Creating New Six Foot (6') Social Distancing Seating Capacities for Assembly and Meeting Spaces to develop our event diagram.
  - Note: The capacity limits include patrons, participants and event staff/promoters.
7. We understand that per University of Houston protocol, all persons MUST wear a face covering. Please review all guidelines provided at <https://uh.edu/covid-19/guidelines-protocols/face-coverings-on-campus/>.
8. We have developed a Risk Management Plan which incorporates all the UH Events Guidelines. Please review Matrix found on: <https://uh.edu/studentcenters/reservations/forms/risk-management-matrix.pdf>
9. We understand and acknowledge that the University of Houston is monitoring state, local, and national guidelines and that based on the fluidity of the current circumstances, this event may be canceled due to changes in the various guidelines from such entities.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_