



Student Centers
Managed Event Plan

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Student Centers
Managed Event Plan - September 2021 Update

Considerations for Reopening

The University of Houston is committed to the safety and wellness of our students, faculty, staff and community. Our operations and plans are built on compassion and flexibility to ensure the collective well-being. With guidance from the medical community, the University has taken significant precautions to create a campus environment that greatly reduces the risk of spreading COVID-19, including reduced seating capacities, increased cleaning protocol and training for staff. There are also COVID-19 protocols in place that must be followed by persons who may have been exposed or tested positive or before returning to campus. <https://uh.edu/covid-19/guidelines-protocols/potential-exposure/>

The recommendations and considerations listed below are being made in an attempt to reduce the introduction of the virus into new communities and to slow the spread of the virus. The fluidity of the recommendations and considerations will be based on current local, state and federal health recommendations.

Student Centers* Event Plan

**Student Centers refers to the Student Center North, Student Center South, Student Center Plaza, Student Center Circle Drive & Student Center North Lawn.*

BEFORE EVENT

- Staff (Full Time & Student Employees)
 - All staff will be trained on current best practices for cleaning & appropriate distancing and the COVID standards for safety
 - Staff will conduct daily Self-Assessments
 - All hard surfaces will be disinfected between events and use
 - Confirmation wording will be provided indicating new COVID-related practices
- Event Organizers
 - As part of the event-planning process, organizers will submit a completed COVID Event Checklist (provided in Appendix A)
 - The Checklist includes developing a Risk Management plan that will address how guests should safely enter & exit the event (provided in Appendix B)
 - For events in larger rooms, especially with a non-traditional set-up, a specific exit and entrance strategy will be shared with attendees.
 - Outdoor events require additional forms such as the Freedom of Expression form: https://uh.edu/dos/_files/freedom-of-expression-form1.pdf
- Guests
 - Every guest must self-screen. Signage will be provided outside of venue with self-screening guidelines. (Samples Provided in Appendix C)
 - Hand Sanitizer will be provided outside venue for guests' use

Student Centers
Managed Event Plan- June 2021 update

- Signage
 - Additional University-approved COVID signage will be placed outside and inside the venue, noting recommended safety practices.
 - Additional signage is provided in restrooms regarding proper hand-washing techniques, as well as near water fountains regarding proper use
- Capacities/Spacing
 - Adjusted capacities for the Student Centers were approved by Vice Chancellor/ Vice President of the Division of Student Affairs and Enrollment Services (Provided in Appendix D).
 - Time in between events will be increased to allow for additional time to disinfect

DURING EVENT

- Staff (Full Time & Student Employees)
 - Staff will make recommendations promoting the safest event possible based on CDC recommendations
- Event Organizers
 - As part of the COVID Event Checklist (provided in Appendix A), Event Organizers will also ensure guests are following protocol
 - Provide hand sanitizer inside the venue
 - Will refrain from using paper tickets and/or programs
 - Will ensure guests enter and exit the event in a safe manner as outlined in Risk management plan
- Guests
 - Must follow proper protocol, and follow organizers' guidance on egress

POST EVENT

- Staff (Full Time & Student Employees)
 - Will ensure venue is cleaned prior to the next event
- Event Organizers
 - Will notify the Student Centers if any of their guests report a positive COVID test following their event so additional disinfecting can be conducted.
 - Will report any positive cases to the UH COVID-19 coordinator via the forms found here: <https://uh.edu/covid-19/>

Supplemental Resources

Websites

www.open.texas.gov

<https://uh.edu/covid-19/>

<https://uh.edu/studentcenters/covid-response/>

https://uh.edu/policies/_docs/mapp/13/130101.pdf

APPENDIX A

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 ten (10) 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 ten (10) 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 ten (10) days and that they do not currently have currently have any of the symptoms listed here:
<https://uh.edu/covid-19/information/coronavirus-symptoms/>.
5. We require all visitors to campus to follow the [Visitor Protocols](#).
6. 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.
7. We understand and acknowledge capacity limits and will not exceed those capacities.
 - Note: The capacity limits include patrons, participants and event staff/promoters.
8. We have developed a Risk Management Plan which incorporates all the UH Events Guidelines. Please review sample 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: _____

APPENDIX A

COVID-19 Agreement (External Events)

Event/Promoter/Performer/Sponsor Name(s): _____

Event Date: _____

The Promoter/Event Sponsor, on behalf of themselves and any performers who will perform at the event described above, agrees and acknowledges the following:

1. We are aware of the COVID-19 pandemic and the potential risks of large group gatherings and we will communicate these risks to all patrons;
2. We will not allow patrons who have traveled internationally within the last ten (10) 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 ten (10) 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 ten (10) days and that they do not currently have any of the symptoms listed at <https://uh.edu/covid-19/information/coronavirus-symptoms>.
5. We will require all visitors to campus to follow the [Visitor Protocols](#).
6. We will 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 reserved for at-risk population.
7. We understand that attendance capacity limits are firmly set by the university and have developed an provided an event diagram that does not exceed those capacity limits.
Note: The capacity limits include patrons, participants, and event staff/promoters.
8. Seating arrangements, queueing, activities and check-in must comply with current CDC and state guidance including ADA and fire code requirements; and be maintained throughout the Event.
9. We understand that the University of Houston is monitoring state, local, and national guidelines and that based on the fluidity of the current circumstances, our event may be canceled due to changes in the various guidelines from such entities.

Agreed and acknowledged that the University of Houston is relying on your affirmative agreement to the above conditions and that you are assuming any and all risks and liabilities arising out of or related to this event:

Signed: _____

Signed: _____

Dated: _____

Dated: _____

APPENDIX B

UNIVERSITY of HOUSTON

Risk Management Matrix COVID-19 Pre-Event Planning

This form has been provided as a tool help develop a process for identifying and discussing potential risk issues, related to COVID-19 and new event requirements. It is not designed to take the place of the careful review of applicable rules, policies, and laws. It is intended for use as part of a larger event planning discussion. Completion of this form does not imply approval or authorization of your event by the University of Houston. For more information on risk management and event planning for Registered Student Organizations, please contact the Center for Student Involvement at (832) 842-6245. University Departments can contact the Conference & Reservation Services (CARS) office at (832) 842-6167.

Risk Assessment Matrix

1. List all aspects of your event on the grid. These have been pre-filled with university requirements, but consider adding more aspects of your event.
2. Identify risks associated with each activity. Be sure to think broadly about potential risks – think “worst-case” scenario.
3. Brainstorm methods to manage the identified risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
4. Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them.

COVID-19 Event Requirements	Question to consider	Risk Management Plan <i>Consider what your organization could do to manage this risk and bring it to a reasonable level.</i>
Entry point into event location	How will guests enter your event location while maintaining egress, safety, and physical distance?	
Exit point out of event location	How will guests exit your event location while maintaining egress, safety, and physical distance?	
Hand hygiene	How will guests sanitize their hands during the event?	
Food and beverage service	How will service occur, limiting contact with others, hard surfaces, food/beverage, etc.?	
Capacity	How will you manage attendance as to not exceed the maximum capacity of your event location?	

APPENDIX B

UNIVERSITY of HOUSTON

Risk Management Matrix COVID-19 Pre-Event Planning (GAMES ROOM)

This form has been provided as a tool help develop a process for identifying and discussing potential risk issues, related to COVID-19 and new event requirements. It is not designed to take the place of the careful review of applicable rules, policies, and laws. It is intended for use as part of a larger event planning discussion. Completion of this form does not imply approval or authorization of your event by the University of Houston. For more information on risk management and event planning for Registered Student Organizations, please contact the Center for Student Involvement at (832) 842-6245. University Departments can contact the Conference & Reservation Services (CARS) office at (832) 842-6167.

Risk Assessment Matrix

1. List all aspects of your event on the grid. These have been pre-filled with university requirements, but consider adding more aspects of your event.
2. Identify risks associated with each activity. Be sure to think broadly about potential risks – think “worst-case” scenario.
3. Brainstorm methods to manage the identified risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
4. Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them.

Date of Event

Games Room Risk Management Form

Name of Event

This is our standard plan. Any changes will need to be discussed with Leisure Services staff.


COVID-19 Event Requirements	Question to consider	Risk Management Plan <i>Consider what your organization could do to manage this risk and bring it to a reasonable level.</i>
Entry point into event location	How will guests enter your event location while maintaining egress, safety, and physical distance?	Games Room has a designated hands-free entrance with hand sanitizer & distancing floor decals. One-way.
Exit point out of event location	How will guests exit your event location while maintaining egress, safety, and physical distance?	Designated one-way exits only.
Hand hygiene	How will guests sanitize their hands during the event?	Sanitizing station provided at point of entrance and throughout the facility/games room.
Food and beverage service	How will service occur, limiting contact with others, hard surfaces, food/beverage, etc.?	Individual one-time use, pre-packaged snacks and drinks are encouraged. Areas of service to be sanitized and wiped clean before and after event. Use of gloves by all who serve or distribute. Individual purchases at Side Pocket are encouraged.
Capacity	How will you manage attendance as to not exceed the maximum capacity of your event location?	Limit number of people (participants/spectators) per lane/table. If over capacity, groups will be asked to leave facility.

Event Organizer Signature


Games Room Supervisor signature

REQUIRED DAILY: HEALTH ASSESSMENT


Before Coming to Campus Each Day...



Take your temperature.





Conduct a self-assessment of your health/infection exposure.



Am I exhibiting any signs of possible COVID-19?

- Coughing
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0°F
- Known close contact with a person who is lab confirmed to have COVID-19



This self-assessment can also be found on your UHGo app under **Coog Strong**.

WELCOME TO THE MUSEUM DISTRICT ROOM

Thank you for hosting your event in the Student Centers of the University of Houston. We are glad you're here! In celebration of our diverse campus community, the Student Centers' mission is to enrich the campus life experience by providing quality programs, services and facilities focused on student involvement, student success and student learning. Go Coogs!



Please keep your distance and do not rearrange the furniture or room layout.



We ask that you use the recycling bins located in meeting rooms and throughout the facility for recycling paper, plastic, glass and metal. Trash should be placed in the trash bins. If the bins are not large enough for all items, please contact the Information Desk at 832.842.6256 for assistance.



Audio/Visual equipment is available in all meeting rooms upon request. The equipment cannot be operated without the assistance of a member of the Student Centers A/V staff. Please call the Information Desk at 832.842.6256 to connect with A/V staff.



The temperature of the room is controlled remotely. If you feel the temperature is uncomfortable, please contact the Information Desk at 832.842.6256 for assistance.



MAXIMUM CAPACITY: 8

For additional assistance, you may also call the Customer Relations Manager at 281.381.4113.

Appendix D Adjusted Student Centers Room Capacities

Please note: Capacities may change as University leadership continues to monitor COVID-19 at the University of Houston and surrounding community. June 1- June 30 we will use 50% capacities. July 1 - July 31 we will use 75% capacities and we will resume 100% capacities on August 1.

	Room #	Sq. Feet	Row Chairs/ Theater ~50%	Row Chairs/ Theater ~75%	Row Chairs/ Theater 100%	Conference or Open Square ~50%	Conference or Open Square ~75%	Conference or Open Square 100%	Banquet Rounds ~50%	Banquet Rounds ~75%	Banquet Rounds 100%
Meeting Rooms (SC South)											
Museum District (Pre-set)	211	279	NA	NA	NA	5	8	10	NA	NA	NA
Third Ward (Pre-set)	212	529	NA	NA	NA	10	15	20	NA	NA	NA
Space City	214	1,182	48	90	120	21	32	42	32	48	64
Bayou City	219	971	42	70	84	15	22	30	24	40	48
Skyline	223	1,024	35	55	78	18	24	36	24	36	48
Heights	224	849	30	45	54	15	22	30	16	32	40
Washington Ave. (Pre-set)	230	431	NA	NA	NA	8	12	16	NA	NA	NA
River Oaks (Pre-set)	231	406	NA	NA	NA	7	9	14	NA	NA	NA
Montrose District (Pre-Set)	232	555	NA	NA	NA	9	12	18	NA	NA	NA
Medical Center (Pre-set)	255	295	NA	NA	NA	5	8	10	NA	NA	NA
Astrodome	257	686	21	36	48	12	18	24	16	24	32
Downtown	261	968	39	55	78	18	24	36	24	36	48
Midtown	262	792	30	48	72	15	20	30	16	24	32
Uptown (Pre-set)	270	277	NA	NA	NA	5	8	10	NA	NA	NA
Large Event Spaces (SC South)											
Houston Room	220	6,528	300	450	600	DSD	DSD	DSD	120	180	240
Houston Room & 1 Perimeter*	210	8,860	450	675	900	DSD	DSD	DSD	160	240	320
Houston Room & 2 Perimeters*	210	11,192	600	900	1200	DSD	DSD	DSD	250	375	500
Ballroom (East and West)	210	5,274	280	440	560	DSD	DSD	DSD	160	240	320
Ballroom East or West	210	2,637	140	210	280	DSD	DSD	DSD	76	114	150
Multipurpose (East and West)	237	2,863	128	216	270	DSD	DSD	DSD	72	108	144
Multipurpose East or West	237	1,432	64	108	135	DSD	DSD	DSD	36	54	72
Theater**	103/203	4,275	225	360	450	NA	NA	NA	NA	NA	NA
Meeting Rooms (SC North)											
Impact Room*	N113	533	18	27	36	9	14	18	12	18	24
Synergy	N212	586	20	30	40	12	18	24	12	18	24
SGA Senate Chamber ***	N204	1,498	NA	NA	NA	20	30	40	NA	NA	NA

Notes:

*Houston Perimeter Rooms & Impact Rooms are offline for the Summer

** There are an additional 8 wheelchair locations for a total of 443.

***SGA Senate Chamber is double U-shape for 40 with seating for 20 gallery members

General Notes:

- (1) Room capacities are based on standard setup practices
- (2) Capacities may be reduced depending on event requirements
- (3) NA = Not Available for setup in a particular room.
- (4) DSD = Dependent on Setup Details.