

REGISTERED STUDENT ORGANIZATIONS

COVID-19 EVENT FORM CHECKLIST

As you are filling out your COVID-19 Event Approval Form remember that it will be going in front of a committee. This committee is responsible for approving *all events on campus* with over 10 people, not just RSO events. Due to this, we ask that you make sure that you answer all questions on the forms with as many details as you can. The more details the better. Here is a checklist to assist you.

Please Note: Write these forms as if you are in at the event, talk about things in the present tense. Avoid statements such as “we will...,” instead use statements such as “we are...”

Please describe the purpose and audience for your event

___ Did you include the reason that you are having your event?

___ Did you include who is at your event?

___ Did you include how many people are at your event?

Please describe the food plans for your event

Food must be supplied by Student Center approved caterer or it must be prepackaged or individually wrapped. Prepacked box lunches or individual or personal pizzas only. No shared pizza is allowed. Disposable utensils and dishes are recommended.

___ Did you include what type of food is at your event?

___ Did you include how your food is distributed?

___ Did you include who is distributing your food?

___ Did you include who is bringing the food to your event?

___ Did you include a plan for what is done with leftover food?

___ Did you include a plan for how you clean your space?

We recommend avoiding food altogether if possible.

What other measures will you take to ensure proper cleaning and sanitizing procedures are in place? Please note considerations per working with the facility, vendors and/or caterers.

While on campus spaces, such as the Student Center, will have cleaning procedures in place, if your event is off campus you will need to make sure that you have a well-developed cleaning plan.

___ Did you include a plan for how you clean your space before attendees arrive?

___ Did you include a plan for how you clean your space when you leave?

___ Did you include a plan for what cleaning items you bring with you to your meeting? (i.e. hand sanitizer, disinfectant, gloves, etc.)

- *The Office of Student Engagement has baskets of PPE available to RSOs.*

How will you ensure your event attendees adhere to social distancing guidelines in your event space(s)? Please note considerations for event set-up, limiting congregation of people and movement of people during the event

___ Did you include a plan of how you communicate expectations to event attendees prior to your event?

___ Did you include what type of signage you have on display to remind people to wear masks and remain socially distant?

___ Did you include that your group has extra PPE available (i.e. extra face masks, gloves, etc.) **Reminder OSE can help with this.*

___ Did you include that your group has hand sanitizer and disinfectant available for your attendees to use? **Reminder OSE can help with this.*

___ Did you include plans for how your attendees will enter and exit the event space?

___ Did you include plans or a diagram for the set-up of the space your event is in held in, to identify where people will stand or sit?

___ Did you include information about how you limit the movement of attendees once they enter the event space?

Please provide any additional event details we need to know:

___ Did you include that you are maintaining a list of attendees? This includes the people who are invited to your event and the people who actually show up.

___ Did you include a plan of how you are tracking attendees?

- Please know that there are ways to track attendance using Saluki Connect.
- If you choose not to use Saluki Connect, do you have a way to track attendees that limits touchpoints. This could be done by putting information in an excel spreadsheet, or having only one person write down names as people enter.

___ Did you include a plan of how you check with attendees about symptoms?

- We encourage you to have a document tracking that you asked each attendee the appropriate questions.

Additional Resources

- Restore IL Meeting and Event Guidelines: <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/meetings-and-social-events/>
- Restore IL Food Guidelines: <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/indoor-and-outdoor-dining/>