

## Proactive Event Management Guidelines

August 12, 2021

The following guidelines present a consistent structure for organizing events at the University of Texas at Arlington in a manner that prioritizes the health, safety, and well-being of all members of our University community and the public with whom we interact. These guidelines represent noted best practices for hosting events in a manner that keeps safety protocols top-of-mind and encourages event hosts to plan proactively for safety. Together and as individuals, if we each do our part we will have the best chances at the kind of vibrant and engaging fall semester we want.

1. Indoor vs. outdoor events
  - a. Host event outdoors as often as possible
2. In-person vs. online events
  - a. When it is possible to hold an event online, and achieve the stated purpose of the event, host an online meeting instead of in-person
  - b. For recurring meetings, such as executive teams or committees, consider staggering in-person with online in an effort to reduce time in close contact with others
3. Room seating capacity
  - a. Select a space that will allow for three foot distance between seats for attendees, as recommended by CDC guidelines.
4. Attendance tracking
  - a. For indoor events, maintain a list of participants. Ticketing or check-in process (MavOrgs Event Pass) is recommended:  
[https://mavsuta-my.sharepoint.com/:b:/g/personal/juclark\\_uta\\_edu/EdjxnF953sRLi0XiVSXXLGM\\_B\\_iP5lxqyi--6aZPWCE7W6g?e=Y7U9dP](https://mavsuta-my.sharepoint.com/:b:/g/personal/juclark_uta_edu/EdjxnF953sRLi0XiVSXXLGM_B_iP5lxqyi--6aZPWCE7W6g?e=Y7U9dP)
5. Food
  - a. All food for events provided by approved vendors or prepackaged.
  - b. Food served by staff. No self-service buffet style food distribution or “potluck” style service.
  - c. Utilize disposable utensils, plates, etc.
  - d. Use disposable gloves for any handling of food and beverage
  - e. Strive for contactless transactions related to money transactions
6. Cleaning and sanitization
  - a. Prior and post events, clean/disinfect tables, chairs and other common touch points, unless otherwise cleaned by venue
  - b. Hand sanitization stations available at any event
7. Masks
  - a. Wearing masks indoors is strongly encourage. Event organizers should share this message and post signage at the event entrance to the same affect.
  - b. Masks should be available at the event for attendees