

University of Utah
Last updated January 2022
Recognized Student Organization
In-Person COVID-19 Safety Recommendations Checklist

Each Recognized Student Organization (RSO) is encouraged to develop their own COVID-19 Safety Plan based on the RSO In-Person Guidance and public health guidance from a variety of sources, including the University of Utah’s COVID-19 Central [webpage](#), and the [CDC website](#). Please see the checklist below for recommendations for how to keep you and others safe while hosting events. **The recommendations below are not required but are provided to help you work through options to keep attendees of your event safe.**

A note on COVID vaccines: Getting a COVID vaccine not only benefits yourself but the health of the greater community. Federal and State authorities strongly recommend getting a COVID vaccine. All members of RSO’s are strongly encouraged to get the vaccine, particularly as you consider attending/hosting an event on campus, renting out a facility owned and operated by the University of Utah, or visiting campus for another reason.

COVID testing and vaccinations are available to the campus community. You can find more information and sign up [here](#).

Consideration	Please consider the following and check all that apply	Tips / Ideas for Implementation
Physical Distancing	<ul style="list-style-type: none"> <input type="checkbox"/> We may limit event capacity, based on venue size, to allow 6 feet of distance between both participants and event staff <input type="checkbox"/> We may limit event capacity, based on venue size, to allow for 10 feet of distance between household groups <input type="checkbox"/> For any classroom or building space, we may assign a seating chart that will create 6 feet of distance between participants and allows for easier contact tracing <input type="checkbox"/> We may Consider limiting attendance to only University Community Members (be sure to check with your advisor or affiliated department for additional guidance) 	<ul style="list-style-type: none"> ❖ Plan sufficient time to make distancing arrangements ❖ Encourage outside gatherings ❖ If the space allows, have separate entrances and exits, and arrows indicating traffic flow ❖ If travel is required, consider reviewing CDC travel recommendations here.

Describe how you will encourage appropriate physical distancing and reduce interactions between groups of participants:

Consideration	Please consider the following and check all that apply	Tips / Ideas for Implementation
<p>Face Coverings</p> <p>Face Coverings (continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We may encourage all event staff and participants to wear face coverings that meet current standards set by the U.S. Centers for Disease Control and Prevention (CDC) <input type="checkbox"/> We may communicate the face covering recommendation to all event staff, participants, and attendees <input type="checkbox"/> We may create alternative modes of delivery (virtual or socially distanced area) for attendees who are at high risk for COVID-19 or do not feel comfortable being around others without masks on <input type="checkbox"/> We understand that while we can strongly recommend mask wearing, masks are no longer required on campus 	<ul style="list-style-type: none"> ❖ Create accommodations for attendees who do not feel comfortable attending an event where others are not wearing masks (maybe create a virtual option or a space that is distanced from others) ❖ Ask attendees to respect others' boundaries. Whether they choose to wear a mask or not, ask attendees to practice good hand hygiene and social distancing

Describe how you will encourage mask wearing and / or accommodate for attendees who do not feel comfortable being around others without masks on.

Consideration	Please consider the following and check all that apply	Tips / Ideas for Implementation
Hand Hygiene	<input type="checkbox"/> We may encourage frequent hand washing and use of hand sanitizer using CDC and campus guidelines <input type="checkbox"/> We may provide hand sanitizer at the entrances and exits to any space we occupy <input type="checkbox"/> We may post signage to remind participants of good hand hygiene and cough etiquette (e.g. sneeze or cough into elbow)	❖ Provide individual hand sanitizers with your logo as “swag” ❖ Signage is available from the CDC here
<p><i>Describe how you will encourage participants to practice good hand hygiene:</i></p>		
Consideration	Please consider the following and check all that apply	Tips/Ideas for Implementation
Cleaning and Disinfecting	<input type="checkbox"/> We may consider budgeting for personal protective equipment (PPE), and cleaning & disinfecting supplies <input type="checkbox"/> We may consider cleaning all high-touch surfaces between classes or activities <input type="checkbox"/> We may consider limiting the sharing of supplies or equipment between staff, participants, and attendees. Any shared supplies and equipment may be disinfected between uses.* *CDC recommendation for sports equipment: “Clean and disinfect shared objects and equipment (e.g., balls, bats, gymnastics equipment) between uses.”	❖ Build in time between activities to allow for cleaning ❖ Suggest that staff, participants, and attendees label their equipment or supplies

Describe your plan to clean program areas to comply with CDC standards:

Consideration	Please consider the following and check all that apply	Tips/Ideas for Implementation
<p>Eating and Drinking</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We may require that participants bring their own meals, snacks, and water bottles, OR <input type="checkbox"/> We may work with a campus vendor to provide pre-packaged individual meals <input type="checkbox"/> We may stagger snack and lunch breaks and have assigned seating with required distancing during these times <input type="checkbox"/> When possible, we may have snack and lunch breaks outdoors <input type="checkbox"/> We may encourage participants to not share food, utensils, or water bottles <input type="checkbox"/> We may plan for short drinking water breaks, so sipping does not become a reason for an attendee to keep their face covering off for a long period 	<ul style="list-style-type: none"> ❖ Encourage labelling of lunches/water bottles (including parents/guardians labelling their child’s lunches or water bottles) ❖ If you will be occupying a building space, ensure that the water refill stations are operational. You may contact Facilities Management to arrange for the station to be flushed out and ensure it is safe to use.

Describe your plan to manage food & beverages and eating breaks in your program:

--	--	--

Consideration	Please consider the following and check all that apply	Tips/Ideas for Implementation
Sick Recommendations	<input type="checkbox"/> We may recommend that participants stay home if they are sick, they have had close contact with someone who has tested positive, or they have been ordered to quarantine or isolate <input type="checkbox"/> We may recommend that advisors stay home if they are sick, they have had close contact with someone who has tested positive, or they have been ordered to quarantine or isolate	

Describe your policies to prevent participants and their advisors from spreading infectious disease:

Consideration	Please consider the following and check all that apply	Tips/Ideas for Implementation
Health Screenings and Response Plan	<input type="checkbox"/> U of U students (and advisors, if they are U of U staff) may participate in free COVID-19 testing each week (even if vaccinated) at one of the two on-campus testing sites <input type="checkbox"/> We may consider developing a process for health screening procedures, including symptom checking upon arrival and creating a system to indicate a participant has passed the screening. See attached Daily Health Screening Form	<input checked="" type="checkbox"/> Provide participants with a wristband or stamp to indicate they have passed the screening upon arrival
Health Screenings and Response Plan (continued)	<input type="checkbox"/> We may cancel our event if participants become ill or show symptoms. <input type="checkbox"/> We may consider immediately cleaning and disinfecting any space that a sick event staff	<input checked="" type="checkbox"/> If someone becomes ill at your event, consider moving a sick student outside or to a common area with enough

	<p>member, participant, or attendee had visited and communicate to our advisor.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sponsored RSO Advisors should alert their departmental leadership and the Office of Student Leadership & Involvement of any sick event participants. <input type="checkbox"/> We may consider creating and following a response plan should there be a positive case or exposure during our event: <ul style="list-style-type: none"> <input type="checkbox"/> A response process (including contact tracing protocols and communication plan) will be developed and shared with the RSO’s advisor before in-person events begin. <input type="checkbox"/> If someone tests positive after an RSO event, we will work collaboratively with the contact tracing team. <input type="checkbox"/> University students and staff should self-report illness per University requirements. <input checked="" type="checkbox"/> It is recommended to keep contact tracing information for several weeks after the event in case the org is contacted by the contact tracing team. 	<p>space to be physically distant from them. The sick person should leave the event as soon as possible</p>
--	---	---

Describe your health screening plan:

Consideration	Please consider the following and check all that apply	Tips/Ideas for Implementation
<p>Larger Gatherings</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If all event participants and attendees are using the same space, we may consider staggering eating and break times between cohorts of smaller groups <input type="checkbox"/> I understand that these capacities are subject to change with evolving information, and/or the “adjusted capacity of the space” For more information, view social gathering guidelines here. 	<ul style="list-style-type: none"> ❖ <i>Implement cohorts of 10 or fewer students at a time</i> ❖ <i>Keep students together in cohorts</i> ❖ <i>No mixing between groups</i>

Both the [CDC](#) and the [American Camp Association](#) (ACA) recommend the use of cohorts to limit the spread of infection and make any required contact tracing easier. From the ACA Field Guide: “Infection spread can be slowed and more easily contained in smaller groups; when larger groups are required, it is beneficial if they consistently are comprised of the same constituent smaller groups, thereby limiting the number of potential contacts for each camper. In the event of an outbreak, being able to promptly define the “inner circle” of close contacts is paramount for enhanced health surveillance and isolation. By using the small groups and cohort strategy, isolation and surveillance of close contacts can be implemented in short order.”

While the organizations do not suggest a specific number of attendees to restrict each cohort to, we would recommend that larger events consider how to incorporate cohorts of 10 attendees or fewer.

Consideration	Please consider the following and check all that apply	Tips/Ideas for Implementation
Athletic or Sports Camps	<input type="checkbox"/> In addition to University and CDC guidelines for RSO In-Person Events, we may follow guidelines set forth by Campus Recreation Services, as well as CDC guidelines for sports.	

Describe your plan to incorporate CDC Guidance for Playing/Practicing Sports in your COVID-19 Safety Plan:

Planning and Logistics	Please consider the following and check all that apply	Tips/Ideas for Implementation
Before Program Begins	<input type="checkbox"/> Marketing and registration materials may include information regarding cancellation of the program due to transmission levels, outbreaks, or local/campus restrictions <input type="checkbox"/> We may designate a Responsible Person as the contact for any COVID-19 related concerns or questions. That person should be knowledgeable in	

	<p>program policies and procedures related to the COVID-19 Event Planning Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> We may communicate and prepare students, participants, and advisors for the COVID-19 protocols <input type="checkbox"/> We may communicate the sick policy to students, participants, and advisors <input type="checkbox"/> 	
<p><i>Describe your pre-programming planning to ensure all protocols will be followed:</i></p>		
<p>Planning and Logistics</p>	<p>Please consider the following and check all that apply</p>	<p>Tips/Ideas for Implementation</p>
<p>During Programming</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We may have an orientation and/or training at the beginning of our program/event outlining expectations and protocol for participants <input type="checkbox"/> Consider limiting attendees to only members of the U of U community (be sure to check with your advisor or affiliated department for additional guidance) <input type="checkbox"/> We may reinforce and encourage physical distancing <input type="checkbox"/> We may reinforce and encourage hand hygiene and cough etiquette 	<ul style="list-style-type: none"> ❖ Consider an orientation or training over Zoom to both reinforce your policies and address concerns event participants may have
<p><i>Describe your plan to ensure all protocols will be followed during the program:</i></p>		

DAILY HEALTH SCREENING
(to be filled out by RSO)

Ask the following questions upon each participant's arrival. If they answer "no" to all questions, they may participate. If they answer "yes" to any of these questions, they may not participate that day and will require follow-up by the RSO Responsible Person before being allowed to return.

1. Are you experiencing any of the following symptoms:

A fever of 100.4°F or higher at any time within the last 24 hours

A new or worsening cough

A sore throat

Tightness in the chest or difficulty breathing

Muscle aches, headache, or chills

Change in taste or smell

Nausea, vomiting, or diarrhea

2. Have you or has anyone in your household been ordered to quarantine or isolate by the Health Department due to exposure to COVID-19?

3. Have you had contact in the past 48 hours with a person with a confirmed case of COVID-19 or someone being evaluated for COVID-19 infection?

***Sponsored Organization should refer to their sponsoring department for guidance on health screening protocols.**

COVID Protocol and Sick Policy Expectations

Program/Activity/RSO Event Name: _____

Participant Name: _____

Program Sick Recommendations

The RSO has established a sick recommendation for all Participants. It is the responsibility of the Participant to review and know the recommendations.

Program COVID Protocols

The RSO has established protocols to reduce the spread of COVID-19. It is the responsibility of the Participant to know and follow all protocols and expectations related to COVID-19 protocols.

***Please note that while both are recommended, COVID-19 vaccinations and masks are not required on campus. The University of Utah remains a mask friendly campus.**

Expectations of participant to support their participation:

- I will not attend if experiencing any of the following symptoms:
 - A fever of 100.4°F or higher (any time within the last 24 hours)
 - A new or worsening cough
 - A sore throat
 - Tightness in the chest or difficulty breathing
 - Muscle aches, headache, or chills
 - Change in taste or smell
 - Nausea, vomiting, or diarrhea
- I will not attend if myself or anyone in my household has been ordered to quarantine or isolate by the Health Department due to exposure to COVID-19
- I will follow health screening protocols as directed by the RSO Responsible Person
- I will notify the RSO Responsible Person should I test positive for COVID-19 at any time during the program
- I will promptly leave the program if I show symptoms of illness during the RSO event and I am contacted by the RSO or the RSO advisor
- **RSO may add any program-specific expectations here**
- I will follow all COVID protocols:
 - Follow proper hand hygiene and sick etiquette
 - Maintain physical distancing
 - **Program may add any program-specific protocols here**
- I will notify the RSO Responsible Person if I start to feel ill while at the program
- I am expected to be respectful to the other participants and RSO Responsible Person

What are the consequences if I do not follow the rules and policies of the program?

- RSO's may determine this based of their individual policies

The following may result in being dismissed from the program:

- RSO's may determine this based off their policies