



## COVID-19 Events Protocol

*The University adopted this protocol to be in full compliance with current state and local orders and consistent with existing federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to comply with changes in state and local orders, to be consistent with new federal and state guidance, or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the [DU COVID-19 website](#) for news and other important information.*

### University of Denver COVID-19 Events Protocol

**All employees and students must follow the COVID-19 requirements set forth below intended to contain the spread of the virus.**

**The University has implemented a [phased approach](#) to returning employees and students to campus and resuming activities on campus in accordance with state and local orders, Colorado Department of Public Health (CDPHE) and Centers for Disease Control (CDC) guidance, and University policy and protocols.**

**Please refer to the [DU COVID-19 website](#) for all updates on current policies.**

#### I. Introduction

The University of Denver is restricting in-person events and meetings to mitigate the potential for spread of COVID-19 on campus. We are providing requirements and resources to engage and build community and a sense of belonging while still minimizing the spread of the virus. Due to the limited amount of on-campus space and the prioritization of available space for student learning, events will be handled pursuant to the following procedures, which will be in place through December 31, 2020, unless state or local ordinances require us to further limit attendance or change other aspects of our current Phase III plan. These procedures are in addition to the requirements of state and local public health orders and state and local guidance.



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### II. Event Operations and General Guidelines

#### A. Definitions

For purposes of this protocol, the following terms have the definitions set forth below:

Events are defined as any gathering of 10 or more people:

- whether faculty, staff, students, or visitors, guests and alumni;
- on University property or premises;
- for purposes including but not limited to social, programmatic, organizational operation, or training-based needs;
- whether sponsored by the University, colleges, schools, departments, units, or student-organizations.

University property or premises means all land, buildings, facilities, or other property in the possession of or owned, used, operated, or controlled by the University.

#### B. Workflow for Event Approval

An event host should submit a request to the Event Advisory Group at least 3 weeks prior to the date of the event to allow sufficient time for the review process and for responses to work orders.

Prior to space being allocated, the Event Advisory Group will review all event requests to identify questions or possible conflicts with the University's COVID-19 protocols. Room capacity and availability will be limited and restricted due to physical distancing and sanitization requirements.

Prior to submitting a request for an event to the Event Advisory Group, the University division head/leader must review the event to determine whether in-person attendance is essential. The University division head/leader should use the following criteria when considering whether to approve an in-person event over a virtual event: (i) purpose meets the outlined definition, (ii) substantial evidence that the benefits of in-person mode outweigh the risks of in-person mode, and (iii) the budget for an in-person event is within the financial resources of the division and in alignment with the University's spending reduction parameters. For an event to be held off-campus at a third-party venue, the division head/leader must also consider and determine (i) the budgetary implications of an off-campus event, (ii) whether comparable space is available on campus even with flexibility in dates and times, (iii) that the COVID-19 protocols off-campus align with the University COVID-19 protocols, and (iv) that sufficient University staffing is identified and available to supervise protocol adherence at an off-campus event. During the venue selection process, event staff must request COVID-19 protocols for off-campus sites and, when possible, include during contract negotiation a requirement that the third-party venue owner comply with University COVID-19 protocols.

#### Event Registration and Approval Steps:

- **Step 1:** Event hosts must request approval from the division leader and must submit division leader approval with their 25Live reservation request. For event locations not scheduled in 25Live, indicate off-campus as the location in 25Live.
- **Step 2:** The Event Advisory Group will review the request and send approved requests to the COVID Coordinator ([covidcoordinator@du.edu](mailto:covidcoordinator@du.edu)) for review and approval.
- **Note:** Consistent with existing processes, Registered Student Organizations (RSOs), including fraternities and sororities, must use the event registration process – now located in CrimsonConnect – with the Office of Student Engagement. This will trigger applicable requests for approvals, including special COVID-19 approvals.



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- **Note:** Meetings of less than 10 people do not require Event Advisory Group and COVID Coordinator approval, however they must follow the principals outlined in this protocol.

### C. Participants and Guests

On-campus internal events are focused primarily as serving our internal community and therefore are limited to participants from the DU community who have an active 87#. For each internal event, there is a limit of three guests – individuals who are not DU community members – who may attend. Guests must have a defined role at the event such as speakers or advisors/alumni, and all guests must follow DU's COVID-19 [Visitor Protocol](#).

On-Campus external events – those that are held on-campus but primarily focused on serving our external community – are allowed only in three units. These units will be required to develop specific external event protocols, and their staff will be responsible for assisting in contact tracing. The three units are the Burwell Center to support and promote or alumni engagement, Admissions to support prospective family engagement, and Knoebel Events where the primary objective is to provide for the programmatic needs of our students. The University strongly discourages events with a mixture of internal and external participants.

### D. Participant Registration/On-Site Tracking (ID card readers)

To provide for contact tracing and clearly identify the number of participants, all events must utilize an advance registration system and a contactless check-in at the event. The minimum information required of each participant is their name, 87# (if applicable), cell phone number and email address. The preferred processes are QR code or another digital check-in if available with the three systems used the most on campus. The hosting unit should retain participant lists (with arrival and departure times) for at least 21 days after the event to facilitate contact tracking should it become necessary.

RSOs, including fraternities and sororities, must use the CrimsonConnect platform to promote their student-sponsored events, pre-register participants, and track attendance using the QR code and mobile app features. Campus departments can also utilize CrimsonConnect to promote student events. For more information, contact the Programming Council at [programmingcouncil@du.edu](mailto:programmingcouncil@du.edu).

Advancement must use Cvent software, which provides for contactless registration and has On Arrival functionality to allow for contactless check in with a timestamp for guest arrival.

Academic units should use iModules to track event registration and create a list of registrants to manually note attendee check in and departure times.

### E. Communication to Employees, Vendors and Participants

All event invitations and confirmation must (i) contain language that states that all participants are required to follow the University of Denver COVID-19 protocols while on campus, including filling out daily symptom monitoring for 87# holders or the visitor symptom survey prior to arrival, and provide the link for the survey in the confirmation; and (ii) include links to the event protocol on the DU website as well as the COVID-19 website. The hosting unit must keep all guest and staff information for 21 days post event to facilitate contact tracing if the need arises. Failure to adhere to the COVID-19 protocols could result in the canceling of the event or removal of the individual from the facility. The University of Denver is committed to a culture of care on our campus to minimize the spread of the virus based on state and local public health orders, institutional protocols, event management, and personal responsibility of participants.



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### III. Basic Requirements for All Event Types

#### A. Maximum Event Size

The University is restricting all indoor events to 50 or fewer attendees, including event staff, and all outdoor events to 50 or fewer attendees, but that does not include event staff.

#### B. Time between Events

The University will not allow events to be scheduled back to back in the same location. For an event with fewer than 50 people, there must be at least one hour between the end of one event and the start of the next. For an event with 50 people, there must be two hours between the end of one event and the start of the next.

#### C. Space Capacities

All indoor venues must have a capacity of twice the number of anticipated attendees at the event and allow for six-foot social distancing. Consistent with guidance from the Colorado Department of Public Health & Environment (CDPHE), larger events should implement 12 ft distancing. The capacities listed in 25Live are the maximum allowed in that space for an event including staff. Moreover, the restrooms nearby must have a suitable number of fixtures in service to support the number of attendees at the event. This will be a particular issue for outdoor events.

#### D. Event Duration

Events on-campus or off-campus should not exceed 2 hours in length and ideally should only last as long as the purpose of the event requires. If an event must last more than 2 hours, the hosting unit should explore every attempt to have that event outside. If these long events must be indoors, the University recommends having an intermission for a minimum of 15 minutes after a one-hour initial segment or an intermission of 30 minutes after a 2-hour initial segment. The intermission allows for freshening of indoor air and cleaning of common surfaces. Event staff will need to plan how to clear the venue to maintain social distancing during the intermission and remove the potential for choke points and areas where attendees congregate.

#### E. Minimum Staffing Levels

For all outdoor events, the University requires to monitor compliance with this protocol that the minimum staffing ratio is one staff member for every 10 participants.

#### F. Public Health and Safety Measures

Events must be designed to limit or avoid all sharing of objects. Objects that must be shared among participants must be cleaned between users. All event staff and participants must wear face coverings, maintain six-foot social distancing, utilize the University's symptom monitoring survey system and use hand sanitizer stations provided at the venue. As specified above, event staff must use an existing contactless check-in process that facilitates contact tracing as well as staggered arrival and departure schedules to minimize large lines or congestion that could interfere with maintaining social distancing. Event staff must place floor markings at the entry to promote social distancing during check-in. Event staff must manage sound levels at indoor events to avoid attendees having to speak louder and thereby expel aerosols at greater velocities and volumes.

### IV. Training Requirements and Guidance

Event requestors must have completed the [COVID Certified Event Planner training module](#) in Canvas prior to submitting an event request. The certification provides confidence for event planners, promotes



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compliance with event protocols and expedites the event approval process. Every event must have at least one event staff member who has completed the course, but the University highly recommends that every member of the event team complete the course. Walk throughs and unannounced visits to the events will occur to monitor compliance with COVID-19 protocols.

### V. Modifications to Event Space and Practices

#### A. Space Requests/Scheduling

25Live reflects the revised capacities for on-campus event locations. The Events Advisory Group will not approve any event that exceeds the revised venue capacity allowing for social distancing. As illustrated in the screenshot below, when entering an event request into 25Live, the event form seeks responses to address fundamental protocol information that will be routed to the division head, the Events Advisory Group, and finally the COVID Response Coordinator for approval.

**Additional Information** ⓘ

× COVID - Outdoor Event Diagram Proposal [Edit](#)

\* COVID - Explain Benefit of in person mode vs. Risk

\* COVID - Event meets the definition of Essential No  Yes

\* COVID - Event has approval from Division Leader No  Yes

#### B. Audio Visual

Participants must not share handheld or lapel microphones. All speakers must wear a face covering while speaking regardless of how far they are from the audience. The podium and any attached microphones must be cleaned between speakers. Each speaker must bring their own remarks to the podium.

#### C. Campus & Event Access

The event requester will be notified once the event has been approved by the Event Advisory Group and the COVID Coordinator. At this point, campus and event access can be granted to attendees for the date of the event. Each attendee will need access to badge into the building per contract tracing requirements. Event attendees with a DU ID will be granted building access with their DU ID card through the one-time access procedure.

One-Time Access: For one-time access, please work with the procedures specific to your building under the direction of your building's COVID Access Manager. To determine your COVID Access Manager, log into the DU portfolio site, <https://portfolio.du.edu/>, and select the "COVID-19 Internal Updates" folder.

See [Protocol for Campus Access](#) for more information.

#### D. Restrooms

Event hosts must arrange to have available at least one accessible restroom for each gender or a single unisex accessible restroom for each location. For "banks" of restrooms, event hosts must arrange to have available one wheelchair accessible portable restroom for every 10 portable restrooms.



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### E. Trash, Recycling & Compost

The University is committed to decreasing event waste on campus. To learn more about limiting waste during events, please review the Zero Waste Event Guide.

Event hosts should submit a trash/recycling/compost work order request to Facilities Management as follows:

- Indoor event: if food/beverages will be served, request additional trash, recycling and composting receptacles.
- Outdoor event: all event hosts must request trash/recycling/compost. If you provide the number of attendees in your request, Facilities Management will help you determine the number of receptacles needed.
- For any fully-compostable event, please request compost receptacles and liners via the Facilities Management work order request.

### F. Enforcement of COVID-19 Protocols (Related to Uncooperative Guests)

The University community will first seek to work with students, employees and visitors to help them adapt and provide supportive and educational opportunities to respond to a missed requirement. Event staff are encouraged to include a summary of these COVID-19 requirements in the invitations and confirmation details to increase transparency about the University's expectations and response. Event staff are asked to use the following progressive measures to address non-compliance: ask for compliance and provide a face covering if a guest is not wearing one; if they refuse to comply, ask the individual to leave the event; call a supervisor to make a more formal request to comply or leave; and as a last resort, alert campus safety. If a number of people are refusing to comply, the event should be paused, postponed or canceled. Compliance responsibility and enforcement is set forth for students, employees and visitors in the [University COVID-19 Responsibility and Enforcement Protocol](#).

## VI. Food Service Modifications

On-campus catering services are provided by Sodexo or Knoebel Events. Due to University contract requirements and COVID-19 protocols, the University will not permit other caterers and food trucks. The University will not allow buffets or self-serve catering stations that have utensils to be used by more than one person. The catering staff must plate and serve the food in individual portions or packaged items may be offered. Attendees from different parties/households must be a minimum of 6 feet apart. The spacing of tables may need to be 6 feet or more apart to allow proper physical distancing between diners from different parties/households. Limit party size to eight or fewer people.

Minimize objects touched by multiple patrons including discontinuing use of tablecloths or move to single use.

No shared utensils or service vessels are permitted; flatware should be rolled up in napkins or individual cutlery packets provided. Coffee, beverages and other break items should be attended to by a server unless individual bottled beverages and pre-packaged snacks are provided for guests. A gloved server should provide attendees with a cocktail napkin with their beverage. At served meals, guests should not pass bread baskets, cream/sugar, or salt/pepper. Gloved servers will serve bread, and condiments served should be disposable, individual packets or sanitized individual containers. All linens, clean or soiled, should be wrapped or placed in single use plastic for transport.



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Additional information for food service guidance from the State of Colorado is available at:  
<https://covid19.colorado.gov/safer-at-home/restaurants-food-services>.

### VII. Enhanced Cleaning Protocols

Enhanced cleaning of the venue should align with the University cleaning protocols and should also align with best practice proposed by state and local officials. The University of Denver has an enhanced cleaning and disinfection plan set forth in the [Cleaning and Disinfection Protocol](#). Classrooms, common spaces, and other areas are cleaned and disinfected according to the stated protocols. For example, in Phase II, shared spaces will be disinfected every day, and in Phase IV classrooms and assembly spaces will be cleaned daily. Disinfecting stations are located in designated classroom spaces and common spaces controlled by the Registrar. The other rooms in buildings (conference rooms, study rooms etc. or other classrooms) that may be used for events are not currently equipped with disinfecting stations. Normally, the building managers or COVID Access Managers for the building of the event can help secure additional supplies. However, the host division should also take responsibility to provide adequate supplies for the day of the event. To order additional supplies for the event, submit a Facilities Work Request online ([Work Request](#)) for supplies, such as disinfectant wipes, hand sanitizer, and signage, which may be provided depending on availability.

### VIII. Specific Event Type Requirements and Guidance

#### A. Tabling Events (indoor/outdoor)

The University encourages tabling events to be done at outdoor spaces around campus. These types of events will be restricted to one host/member and one guest at the table at a time. Tabling must NOT occur in high traffic areas. Tabling will be limited to three tables at any one location at any one time and must be requested and scheduled in the [25Live scheduling](#) software. Plexiglass barriers and sanitizing supplies should be placed on the table. Handouts should be single use only; no sharing of materials.

#### B. Indoor Events

1. Maximum attendance is 50 for indoor events.
2. Classrooms and most event spaces have been setup for academic course instruction.
  - Room capacities have been adjusted to allow 6 feet social distancing and no more than 50% capacity. Updated room capacities have been entered in the 25Live scheduling software.
  - Furniture must not be moved; room must be used as-is.
  - AV technology has been upgraded in most spaces to allow virtual connections for events and activities.
3. Event hosts must collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification.
4. Provide generous and flexible cancellation policies so that if attendees start experiencing symptoms, they can cancel without penalty. Encourage attendees to not attend if they become ill.
5. Maintain 6 feet or more distance between all employees, customers, contractors and visitors.
6. Create a queue at entrances and exits that provides for a minimum of 6 feet of physical distance between individuals and stagger entry and exit to prevent congestion.



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7. When at capacity, operate on a one-in-one-out basis.
8. Establish single-direction traffic flow in and out of the venue and seating areas. Consider designating separate entrances and exits.
9. Catering services or food services should be seated-only. Food and drink services must follow the same [guidelines as restaurants](#).
10. Provide hand sanitizing stations at entrances and in high-traffic areas. The University will provide sanitizing products in all classrooms. Participants should wipe down their area before taking a seat.
11. Event duration is limited to 2 hours. Events longer than 2 hours require permission and must integrate a 15 minute intermission to allow freshening and cleaning of common surfaces.
12. Provide plexiglass barriers at locations with close contact (i.e., registration table).
13. Remove games or activities that require or encourage mingling, congregating and sharing materials.
14. More information for indoor events is available at Colorado Department of Public Health & Environment website: <https://covid19.colorado.gov/safer-at-home/indoor-events>

### C. Outdoor Events

1. Maximum attendance is 50 for outdoor events. Campus Green and Carnegie Green are the best outdoor locations that can accommodate 50 attendees. Calculate capacity for square footage of usable space using the [Social Distancing Space Calculator](#) up to a maximum of 50 attendees.
2. Event hosts must collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure to help with potential contact tracing.
3. Provide generous and flexible cancellation policies so that if attendees start experiencing symptoms, they can cancel without penalty. Encourage attendees to not attend if they become ill.
4. Maintain 6 feet or more distance between all employees, customers, contractors and visitors. Required at least 1 staff for each 10 participants to enforce protocols.
5. Create a queue at entrances and exits that allows for a minimum of 6 feet of physical distance between individuals and pace entry and exit to prevent congestion.
  - Rental of stanchions or other barriers will be needed to define event boundaries/entrance/exit to align with this guideline.
  - Facilities Management existing supply of campus stanchions will be allocated to indoor building use and will not be available for external events.
  - Use signage to encourage the behaviors you need to see from your attendees- social distancing, wear face coverings, directional flow.
6. Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits. Rental of stanchions or barricades may be needed.
7. Consider staggered guest arrival and departure times to avoid congregating at entrances and exits. This can be accomplished by integrating staggered times into the RSVP process.
8. Give reminders to observe at least 6 feet social distance before, during, and after events. Signage and staffing are needed.
9. Seating at events must be appropriately spaced to reduce mingling and reinforce the necessary 6 foot distance between individuals in different households.
  - Signage will be needed in venues with built in seating (campus green wall, holocaust memorial benches).
  - Additional setup time will be needed for the crew arranging table and chairs to take social distancing measurements.





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10. Catering services or food services should be seated-only. Food and drink services must follow the same [guidelines as restaurants](#).
11. Provide hand sanitizing stations at entrances and in high-traffic areas. The University will provide sanitizing products to the event host. Event hosts should submit a Facilities Work Request at least one week before event to obtain supplies.
12. Event duration is limited to 2 hours. Events longer than 2 hours require permission and must integrate a 15-minute intermission to allow freshening and cleaning of common surfaces.
13. Event hosts must arrange for portable restrooms because access to indoor restrooms will not be allowed. The hosts must follow the CDPHE requirements for sanitary facilities.
14. Provide plexiglass barriers at locations with close contact (i.e., registration table). Outdoor event setups are temporary and the resources — tables, chairs, plexiglass — must be provided in a portable manner. Request a plexiglass barrier via the Facilities Management [work order request](#). For student organization events, Student Affairs and Inclusive Excellence will provide plexiglass barriers that can be checked out for student event registration tables.
15. Submit a Facilities Management [work order request](#) to confirm that the sprinklers will be turned off and mowing activities will not conflict with your event. If you need to stake anything in the ground (i.e. tent), you must notify Facilities Management first to locate underground infrastructure.
16. Remove games or activities that require or encourage mingling, congregating and sharing materials. This includes things like board or recreational games, bounce houses, ball pits, shared dance floors (not for performances), and amusement booths and rides at fairs.
17. Rain venue — in most cases, it will not be possible to move an outdoor event to an indoor location because the maximum indoor capacity is 50. You will need to cancel or reschedule the event.
18. Grounds management: frequency of event use in a week will be a factor in approving events. This is done to protect the health of the grass and to allow mowing and watering to occur.
19. Tents will be allowed only on a limited basis due to capacity limitations and tent size required.
20. No adjacent outdoor locations will be used simultaneously to comply with distancing requirements. For example, if Carnegie Green is reserved, the adjacent green spaces of Grad Green, Holocaust Memorial, Old Science Green and Humanities Garden will be blocked to prevent concurrent events from occurring.
21. More information for outdoor events is available at Colorado Department of Public Health & Environment Guidance for Outdoor Events website: <https://covid19.colorado.gov/safer-at-home/outdoor-events>.

### D. Recording

If the event host wants to make and distribute a recording of a University-sponsored event, the event host must seek and obtain permission from speakers, panelists, performers, and the event host must inform audience members that the event is being recorded and may be made available to the public.

The event host should obtain a completed Photo & Video Release Form from speakers, panelists, performers. Where obtaining a signed release is impractical, a statement read prior to the start of a recording or signs indicating that recording is taking place may be sufficient (e.g., This event may be recorded and made available to the public at the sole discretion of the University of Denver.).