

Event Safety Plan

General Event Information

Today's Date: _____ Event Date: _____

Event Name: _____

Estimated guest count: _____ Event State/End Time: _____

Brief description of event: _____

Location of event: _____

Will guests be attending from off campus: Yes No

Event organizer to send attendees the mask, social distancing and screening guidelines for UNMC campuses.

Foodservice: Yes No

If yes, please describe catering plans in detail. Self-service buffets and beverage stations are not permitted at this time.

Will alcohol be served: Yes No

*Open bars are not currently permitted. Alcohol can only be served to guests at their designated table by wait staff for a dinner event in an effort to avoid lines.

Building unlock: Yes No
If yes, please specify the following:

Building: _____ Entrance(s): _____

Room(s) within building: _____ Time: _____

*The Central Scheduling Office will coordinate a building unlock with Public Safety/Card Access

Unique services required from EVS: Yes No

If yes, please specify: _____

Will guests need on campus parking: Yes No

Contact person information

Name: _____ Department: _____

Phone: _____ Zip: _____ E-mail: _____

General Safety Message

The following guidelines have been established as priorities for the entire campus:

- 1) It is expected that attendees all maintain a physical distance of at least 6 ft.
- 2) All faculty, staff, students and guests are to wear a cloth or surgical/procedure mask that covers the mouth and nose at all times. Masks should only be removed while eating.
- 3) Stay at home if you or someone in your home are sick.
- 4) Wash your hands frequently. Hands should be washed with soap and water for at least 20 seconds (about the amount of time it takes to sing Happy Birthday to oneself twice).
- 5) Clean and disinfect surfaces when you arrive and before you leave a space.
- 6) Utilize the 1-Check UNMC App on a regular basis.

For office use only

Request approved: Request denied:

Reason: _____

Signature: _____ Date: _____

Director of Health Security- UNMC