**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: Yes  No  
Request denied: No  
Reason: __________________________

Signature: ___________________  Date: ______________

Director of Health Security- UNMC