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UNIVERSITY *of* **DENVER**

COVID-19 Events Protocol

The University has adopted this protocol to comply with applicable state and local public health orders and to be consistent with applicable federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to respond to changes in state and local public health orders, to be consistent with new federal and state guidance, and/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

I.   Introduction

Following the repeal of the COVID-19 Dial, and the removal of specific limits on the number of attendees at events, the University of Denver (DU) is no longer restricting the size of in-person events and meetings. At the same time, DU maintains this events protocol to mitigate the potential for spread of COVID-19 within the DU community.

II.   Event Operations and General Guidelines

A.   Definitions

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

1. Events are defined as any gathering of 25 or more attendees:
    *   whether attendees are faculty, staff, students, visitors, guests, or 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.
2. 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 space request to 25Live at least 3 weeks prior to the date of the event to allow sufficient time for responses to work orders. Conferences and Event Services may identify certain events for review by the COVID Coordinator based on the number of attendees, type of activity, and/or location.

Event Registration and Approval Steps:
*   Step 1: Event hosts must submit reservation request to 25Live. For event locations not scheduled in 25Live, indicate off-campus as the location in 25Live. This step is mandatory for events larger than 25 attendees.
*   Step 2: Although the Event Advisory Group will no longer review event requests and approval by the COVID Coordinator is no longer required, Conferences and Event

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Services may identify certain events for review by the COVID Coordinator based on the number of attendees, type of activity, and/or location.

- **Note:** Registered Student Organizations (RSOs), including fraternities and sororities, must use the event registration process – now located in CrimsonConnect – with the Office of Student Engagement.
- **Note**: Meetings with fewer than 25 attendees do not require registration; however, event hosts must follow the steps and other requirements set forth in this protocol.

C.   Participants and Guests

On-campus internal events are those focused primarily on serving DU students, faculty and staff. DU no longer limits the number of guests (individuals who are not DU community members) who may attend an event. However, guests must follow DU's COVID-19 Visitor Protocol.

On-campus external events are those focused primarily on serving the external community. DU is allowing all units to hold on-campus external events.

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 (CrimsonConnect, Cvent, iModules). The hosting unit should retain participant lists (with arrival and departure times) for at least 21 days after the event to facilitate contact tracing should it become necessary. Access to participant data through Data Insights is limited to a small number of COVID-19 Response Team members assigned to conduct backwards contact tracing. All team members have received appropriate training to maintain confidentiality of personal health information and have signed confidentiality agreements.

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.

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:

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1. Contain language stating that all participants must follow the University of Denver COVID-19 protocols while on campus, including filling out daily symptom monitoring for not fully vaccinated 87# holders or completing the visitor symptom survey within 12 hours prior to arrival.
2. Provide the link for the survey in the confirmation;
3. Include links to the event protocol on the DU website as well as the COVID-19 website;
4. Include CDPHE Guidance for Indoor and Outdoor Events, specifically
    a. Encourage unvaccinated and not fully vaccinated attendees to refrain from mixing and mingling with others not in their household during events as much as possible.
    b. Encourage unvaccinated and not fully vaccinated attendees to maintain at least 6 feet of physical distancing from others as much as possible.
    c. Strongly encourage unvaccinated and not fully vaccinated attendees to wear masks in any indoor space where people from multiple households are present.
    d. Require all attendees to stay home if sick or exhibiting COVID-19 symptoms.
    e. Encourage unvaccinated and not fully vaccinated attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (within 6 feet for at least 10 minutes) to stay home and self-quarantine.
    f. Encourage unvaccinated and not fully vaccinated people at higher risk for severe COVID-19 to consider additional protections or staying home.
    g. Encourage frequent handwashing.

The hosting unit must keep all guest and staff information for 21 days after the event to facilitate contact tracing if necessary. Failure to follow the COVID-19 protocols could result in canceling the event or removal of the individual from the facility. DU is committed to a culture of care on our campus to minimize the spread of the virus by following state and local public health orders, DU COVID-19 protocols, event management procedures, and emphasizing the personal responsibility of attendees.

III.   Basic Requirements for All Event Types

A.   Maximum Event Size
All on and off campus university hosted, sponsored or approved events may schedule up to the maximum space capacity for the space in which the event is held.

B.   Time between Events
The University is not requiring a specified amount of time between events, but rather is returning to the normal scheduling of events that is limited by the change over time necessary to achieve a successful configuration. DU recommends allowing time between room use to facilitate proper cleaning between events.

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C.   Space Capacities

All indoor venues may operate up to the room capacity. For fully vaccinated individuals, social distancing is relaxed unless the unit/building is under an outbreak status. Individuals who are unvaccinated or not fully vaccinated should maintain at least 6 feet of physical distancing from others not in their household as much as possible.

D.   Minimum Staffing Levels

Currently, DU is not requiring minimum staffing levels for events.

E.   Public Health and Safety Measures

All event staff and attendees who are not fully vaccinated must wear face coverings at all times, except when actively eating or drinking, and must complete the University's symptom monitoring survey within 2 hours prior to arriving on campus. 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.

IV.   Training Requirements and Guidance

Currently, DU is no longer requiring event requestors to have completed the COVID Certified Event Planner training module in Canvas prior to submitting an event request. However, DU may conduct walk throughs and unannounced visits to the events to monitor compliance with COVID-19 protocols.

V.   Modifications to Event Space and Practices

A.   Space Requests/Scheduling

25Live reflects the current capacities for on-campus event locations.

B.   Audio Visual

The previous restrictions on shared items have been lifted.

C.   Campus & Event Access

With the change to allowing DU community access to all academic and administrative buildings, all attendees with DU ID cards and cleared for campus access will be granted building access with their DU ID card. Hosts will be responsible for helping visitors gaining access to the building.

See Protocol for Campus Access for more information.

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D.   <u>Restrooms</u>

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.

E.   <u>Trash, Recycling & Compost</u>

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.   <u>Enforcement of COVID-19 Protocols</u>

Event staff must include a summary of applicable COVID-19 requirements in the invitations and confirmation details.

VI.   Food Service

On-campus catering services may be provided by Sodexo or Knoebel Events, as well as external vendors.

VII.   Enhanced Cleaning Protocols

Cleaning of the venue should align with the University cleaning protocols and should also align with best practices issued by state and local public health officials. DU has an enhanced cleaning and disinfection plan set forth in the <u>Cleaning and Disinfection Protocol</u>. To order additional supplies for an event, submit a Facilities Work Request online (<u>Work Request</u>) for supplies, such as disinfectant wipes, hand sanitizer, and signage, which may be provided depending on availability.