



## **Default Question Block**

**Safety Plan Reviewers:** After reviewing the safety plan, please indicate whether you are providing approval for this in-person event to be hosted after your thorough review of this safety plan.

**The event organizer and facility coordinator/event approver will receive a copy of your decision. Please provide any notes necessary regarding needed changes in the section below.**

Effective August 18, 2020, the Illinois Department of Public Health has implemented [additional mitigation strategies](#) for Region 4. This limits meetings, social events, and gatherings to lesser of 25 guests or 25% of overall room capacity.

SIUE has determined that both indoor and outdoor events may be hosted provided that the activities conform to the current phase of the Restore Illinois plan. This applies to University-sponsored events and includes student organizations, hosted both on-campus and off-campus. It applies to Phase 4 of the Restore Illinois plan AND additional Region 4 mitigation strategies which limits gatherings to fewer than 25 people, requires face coverings and 6-foot social distancing. These

limitations are subject to change. When possible, SIUE strongly encourages registered student organizations, university departments, staff and faculty to continue utilizing available virtual options for hosting meetings and events.

For the purposes of this document, an “event” shall be defined as any gathering of 10 or more people (faculty, staff, students, or guests) who are gathering, whether on University property, University-affiliated properties, or at a non-University location, for purposes that include but are not limited to: social, programmatic, organizational operation, or training-based needs.

A Safety Plan pursuant to this policy is not required for gatherings such as study groups or other meetings directly related to academic coursework, athletic practices, or academic group tutoring.

Please refer to the Event Safety Plan Guidelines for complete details.

## **Block 4**

### **ORGANIZER INFORMATION**

Contact Information

First and Last Name

SIUE Email Address

Phone Number

Department/Unit or Student Organization  
Name

## SIUE Affiliation

- Academic Affairs
- Athletics
- Foundation and University Advancement
- Vice Chancellor for Administration
- Vice Chancellor for Student Affairs
- Student Organization

## **EVENT INFORMATION**

Type of Event

- General Meeting
- Social Program
- Lecture
- Informational Event
- Live Performance
- Movie
- Dinner
- Other

Event Date (if recurring, please indicate the earliest event date):

Month

Day

Recurring Event?

*If yes, please note that recurring events may be submitted under one safety plan form. However, if the activity of the recurring event changes the potential risk of the event a new event safety plan must be submitted for review. Examples of increased activity risk would include activities requiring the removal of face masks, distribution of items, etc.*

Yes

No

Please enter the following event information:

Event Title

Event Start Time

Event End Time

Event Reservation Number

Expected in-person attendance

Expected virtual attendance

Name of on-site contact (individual responsible for insuring safety plan is followed).

On-site Contact phone number

On-site Contact email

## Detailed Description of Event

Will any component of the event require in-person attendees to remove their face coverings? If yes, please list the activity. (ex. include eating, singing)

- Yes
- No

## **FACILITY/SPACE INFORMATION**

At which facility will your event be held?

- Academic Classroom Spaces
- Bluff Hall

- Birger Hall
- Cougar Pavillion @ Vadalabene Center
- Cougar Village
- Evergreen Hall
- Korte Stadium
- Lovejoy Library
- Morris University Center
- MUC-Cougar Lanes
- Prairie Hall
- Quad (Stratton)
- School of Dental Medicine-Alton Campus
- SIUE Gardens
- Student Fitness Center/RecPlex
- Student Success Center
- Vadalabene Center
- Woodland Hall
- Other Campus Location
- Off-Campus Location

If you have already reserved space for your event, please indicate the SIUE Facility Coordinator for your event

Location of Event

[Empty text box]

Name of Off-Campus Facility Coordinator for your event

[Empty text box]

Web Address of Off-Campus Facility

[Empty text box]

Please describe how people will be transported or travel to the off-campus event. Describe the precautions all participants will be required to take (limiting the number of people in each vehicle/social distancing/wearing face coverings/traveling with hand sanitizer and sanitizing wipes or spray)

[Empty text box]



## FOOD AND BEVERAGE

Will food or beverage be provided? All food and beverage must be served in compliance with the Restore IL Plan and DCEO Guidelines.

Yes

No

Who is providing the food or beverage?

*Reminder: Food may only be provided if individually packaged or purchased and served by University Catering (on-campus events only)*

What food or beverage is being served?

How will the food or beverage be served to comply with the current requirements?

## **EQUIPMENT AND SUPPLIES**

Please indicate the supplies to be provided by the organizers (it is recommended that the organizers have the following on hand)

- PPE: Face Masks
- PPE: Gloves
- Hand Sanitizer
- Directional Signage (floor arrows, exit/entrance signs)

- ID Scanning equipment for contact-less check-in or other virtual check-in process
- Disinfectant spray or wipes for high contact surfaces (pens, scanners, tablets, etc.)

## **IN-PERSON EVENT AGREEMENT**

Please check EACH box below to indicate you agree to follow the required event procedures to host an in-person event:

- I agree to implement a registration process to collect name and contact information for every in-person attendee (REQUIRED)
- I agree to implement a no contact check in process (REQUIRED)
- I agree to follow the plans submitted in this safety plan during my in-person event (REQUIRED)
- I agree to implement pre-event communication regarding SIUE and event guidelines regarding social distancing, mask usage, and adherence to safety guidelines of the CDC and Restore Illinois including reasons to not attend due to possible exposure to COVID-19 (REQUIRED)
- I agree to implement a communication plan that includes a cancellation/postponing plan for communicating to attendees, as well as, how to communicate if the event moves to fully virtual (REQUIRED)
- I agree that the event will follow the current state guidelines for maximum attendance numbers based on the current Restore Illinois phase (required)

All student organizations and departments planning events are required to stay informed about the guidelines for safely hosting meetings and events. It is the responsibility of the client to ensure the safety of their guests. Every event and meeting at SIUE will require collection of every attendee's name and contact information. This information must be submitted to the SIUE event coordinator and will be held for 30 days.

When possible, SIUE strongly encourages registered student organizations, university departments, staff and faculty to continue utilizing available virtual options for hosting meetings and events.

By signing below I understand that this form does not guarantee space reservations are confirmed and that it is my responsibility to ensure that the necessary steps have been completed.

Further, I understand that by signing this form I agree to the guidelines, terms, and requirements of the Restore IL Plan, Southern Illinois University, and the facility.

You are required to electronically sign this request form. You can sign the form using your mouse or, if you're completing the request using a mobile device (smart phone, tablet, etc.), you can sign using your finger or a stylus.



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**SIGN HERE**

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## **Safety Reviewer Block**

Safety Reviewers: Please work directly with the event organizer if there are requested revisions needed to the Safety Plan. Please provide notes/comments in the section

below including any feedback or agreed upon revisions that have been made with the event organizer regarding their Safety Plan.

### **Is this Safety Plan Approved?**

Event organizers and facility coordinators will receive notification of your decision.

- Approved
- Not Approved

### **Instructions for Safety Plan Reviewer Signature**

You are required to electronically sign this request form. You can sign the form using your mouse or, if you're completing the request using a mobile device (smart phone, tablet, etc.), you can sign using your finger or a stylus.

# SIGN HERE

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