

EVENT COVID-19 HEALTH AND SAFETY GUIDELINES

The University of Alabama at Birmingham (“UAB”) has implemented guidelines for events and gatherings that are university-sponsored on or off campus.

This includes events that use university funds (in whole or part) or spaces; involve academic or social gatherings for students, faculty and staff of any size other than those occurring as part of a class on the scheduled academic calendar; and all events in administrative units. Faculty, staff and students who are planning events that are not university-sponsored are strongly encouraged to follow these same guidelines.

Please make sure to review these guidelines and [UAB United](#) for any updates prior to the start of your event.

UAB has adjusted some of its COVID-19 guidelines for events. These guidelines apply when the COVID-19 transmission rate in the county where the event is being held is at a low/moderate transmission level, see [Alabama's COVID-19 Dashboard Hub](#). Please remember that the guidelines in place at the time of the event should be followed. If the area where the event is being held has a higher transmission level we will adjust the guidelines accordingly.

If the conditions outlined below are followed, UAB will allow in-person events with 250 or fewer individuals for indoor and outdoor events without approval by the applicable senior vice president, vice president or dean. **Event Approval and Event Registration are not the same.** Events may still be required to register via [UAB’s Event Approval](#) website to comply with UAB’s Freedom of Expression and Use of UAB Facilities Policy. Student events are required to register on [Engage](#).

COVID-19 vaccinations are not required for entry to an event. Event staff and attendees are strongly encouraged to receive and complete their vaccination(s) as soon as they are eligible. For more information, please visit the [Alabama Public Health](#) website or UAB’s [COVID-19 Vaccine](#) website.

REGISTRATION AND APPROVAL:

Events held on and off campus, unless a spontaneous expressive activity, are required to register with the Office of the Senior Vice President for Finance and Administration in compliance with the [Freedom of Expression and Use of UAB Facilities Policy](#). Student events that register via Engage are complying with this policy and no further action is required.

Events must register via the [Event Approval](#) website thirty (30) days prior to the event, and we encourage earlier submittals to allow for necessary notifications, adjustments and planning.

Student events should register only via [Engage](#) at least fifteen (15) days prior to the event, to allow for review of safety guidelines and approvals. Virtual student events must be registered on Engage two (2) days prior to the event. The Office of Student Involvement and Leadership

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grants final approval for student events (registered student organizations and departmentally funded student events in the Division of Student Affairs).

Any event over 250 attendees will require approval by the appropriate senior vice president or vice president.

Events and gatherings that are not included in these guidelines include:

- Departmental staff meetings that do not require a reservation
- Academic classes
- Approved activities as part of a course
- Blazer Athletics team practices and competitions. Athletic requirements are set by Conference USA.
- Birmingham Legion FC practices and competitions

All events except student events registered via Engage must turn in an attendee list to msmartin@uab.edu immediately after event has ended or by 8 a.m. the following day for events that are held after 5 p.m. This requirement is to ensure that we can do contact tracing if necessary. Attendee list should include attendees' first and last names, phone number, and email address.

EVENT GUIDELINES:

Events held indoors on or off campus require masks to be worn regardless of the staff or attendees' vaccination status (children younger than 2 should not be masked). Unvaccinated staff or attendees should not unmask for any reason. Avoid holding events in spaces that are poorly ventilated and cannot provide for proper social distancing. Your invitation should clearly state that "Facemasks are required regardless of vaccination status." Staff or caterers supporting the event should always be masked.

- A. Facemasks must cover mouth and nose, and consist of two (2) layers of fabric with no valves. ADA or medical exemptions to this requirement will be provided to event staff or attendees with proper documentation.
- B. Face shields can be worn without a mask only when distancing requirements can be met, otherwise they must be worn along with a mask.
- C. Events must have additional facemasks available.
- D. Events held by a UAB entity should adhere to Procurement guidelines when purchasing PPE or sanitation supplies/equipment.
- E. Vendors, guests and visitors must comply with UAB's policies and guidelines.

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- F. In-person events must have a non-student university representative (e.g., adviser, event staff or coordinator) who is present for the entire event and is knowledgeable about the event plan and ensures compliance with these guidelines.
- G. All events should have point-of-entry signage with safety guidelines prominently displayed. If possible, these should also be shared with attendees prior to the event. Please visit [\(link to be added\)](#) for more information and examples.
- H. All attendees for student events must check into the event using the Engage Event Pass, through the Engage Check-in App.
- I. Events and gatherings, regardless of their size, must not involve aerosols without prior approval (e.g., singing, woodwinds/brass, vigorous exercise).
- J. Event staff should ensure that they are familiar with the facility's or area's emergency evacuation plan and any possible ways to mitigate the risk of spreading COVID-19 during an evacuation.
- K. Hand sanitizing equipment and wipes should be readily available.
- L. Provide preventive protection, such as plexiglass dividers and covers when appropriate.

CAPACITY:

- A. Capacity limits for events should be provided by the staff who are responsible for the venue where the event is being held. Keeping attendance at or below the venue's capacity is not a guarantee of approval as other factors could come into play.
- B. Please remember capacity limits may change, plan appropriately.

FOOD AND BEVERAGES:

- A. Boxed meals are preferred.
- B. Buffet style is not permitted unless catering staff serves food to the attendee(s).
- C. Food and drink should be individually wrapped/self-contained items when self-serve.
- D. Alcoholic drinks (if permitted) should be served by event staff/caterer only.
- E. Food does not need to be wrapped or self-contained when served by the event staff/caterer. If servers are walking with food trays, please have them hand the food to the attendee(s).

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- F. Attendees should be seated or stand 3 feet apart if not from the same family/cohort when eating or drinking.
- G. Masks should only be removed while actively eating or drinking.

HEALTH SCREENINGS:

UAB staff or attendees may not participate in events on campus if:

- They show symptoms of COVID-19.
- They have been exposed to COVID-19 in the previous 14 days.

Screening Requirements

- UAB does not require screening to be conducted at the event entry point, for example temperature checks. Should this change, these guidelines will be updated.

CLEANING AND DISINFECTING

- A. Equipment, supplies, tables, chairs and other touch surfaces should be sanitized or disinfected frequently. At the end of day, these items and surfaces should be sanitized. Single-use disposable utensils, food containers and napkins are recommended.
- B. The event may be responsible for additional cleaning costs required to help prevent the spread of COVID-19 at the venue being used.

RESPONSE AND MANAGEMENT OF CASES OR PROBABLE CASES OF COVID-19

- A. Event sponsors should have a plan in place for someone who becomes ill during or after the event. This plan should include what to do if someone is unable to drive themselves home, where someone could be isolated if necessary due to their inability to leave immediately, who would monitor the person in isolation, contact information to report a positive test after the event, etc.
- B. Any event staff or attendee who is not a UAB employee or a student and exhibits or has [COVID-19 symptoms](#) during an event should leave campus immediately and contact their health care provider.
- C. Any UAB event staff or student who exhibits or has [COVID-19 symptoms](#) should leave the event immediately. Staff should submit an [Employee Health Symptom and Exposure Form](#) online. Students should contact Student Health (205-934-3580 or 205-934-3411 after hours/weekends) for instructions.
- D. If an attendee reports an exposure or a positive COVID-19 test after the event, please report this by calling Melanie Martin in the Office of the Senior Vice President for

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Finance and Administration at 205-934-5493 or via email at msmartin@uab.edu. If notification occurs outside of business hours, call Steve Murray at 205-532-0406.

- E. Please refer to UAB's COVID-19 policies for further information.

PROCEDURAL PENALTIES

- A. An event that does not comply with UAB's Event Health and Safety Requirements outlined in this document and any other UAB policies, procedures or guidelines may be canceled or ended prematurely.
- B. Event staff or attendees who are not UAB staff or students who do not comply with these requirements and other applicable UAB policies or guidelines will be asked to leave campus immediately.
- C. UAB organizations, staff and students who do not comply with these requirements or other applicable UAB policies or guidelines may be subject to additional discipline.
- D. Events may be canceled due to an order by state, local or UAB officials.
- E. Violations of these guidelines may be reported to the Office of Community Standards and Student Accountability, Human Resources, or the Ethics Hotline. If an event or meeting does not follow these guidelines, the university reserves the right to:
- For student organization events, utilize the Student Conduct Process for Student Organizations
 - Deny or rescind the sponsor's permission to use university space, even if the event is already in progress
 - Prohibit the event organizer/organization from reserving campus space in the future
 - Pursue disciplinary processes including employment consequences, alleged student conduct violations, up to and including interim actions (temporary suspension of activities on or off campus), removal of privileges of a student organization, recognition probation, and recognition revocation.

These guidelines may be amended as the public health environment changes. Following these requirements when hosting gatherings and events is critical to protecting the health and safety of our UAB community.

Note: This document is not inclusive of all COVID-19 guidelines set by UAB. Please visit [UAB United](#) for additional safety information.

If your event has any additional COVID-19 procedures or requirements outside of those in this document, please email them to msmartin@uab.edu.

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