

## EVENT COVID-19 HEALTH AND SAFETY REQUIREMENTS

This document is a supplement to The University of Alabama at Birmingham's ("UAB's") current COVID-19 policies. Requirements listed below apply only to Events held on UAB's campus. Organizations officially constituted within UAB, staffed by UAB employees, or funded/sponsored by UAB or external individuals/organizations who are sponsored by a UAB internal individual/organization on UAB's campus must ensure they are familiar with [UAB's Freedom of Expression and Use of UAB Facilities Policy](#), [UAB's COVID-19 policies](#) and this document. This information should be shared with staff and attendees if applicable. These requirements must be followed and failure to do so could result in the Event's cancellation or it being prematurely ended. Events held on UAB's campus, unless a spontaneous expressive activity, must check to see if they are required to register by going to <https://www.uab.edu/eventsapproval/>. The website features an easy-to-use short assessment tool to help determine if Event registration is necessary.

UAB will continue to provide guidance and updates for best practices to help ensure the health and safety of those attending Events held on its campus. As the pandemic evolves and our knowledge of COVID-19 grows updates to this document are likely, please make sure you have the latest version prior to the start of your activity.

### PROGRAM RESPONSIBILITIES:

- A. Events held on campus, unless a spontaneous expressive activity, are required to register with the Office of the Senior Vice President Finance and Administration.
  - [Freedom of Expression and Use of UAB Facilities Policy](#)
- B. Events held indoors must complete the registration process thirty (30) days prior to the date of the event or seven (7) days if held outdoors.
- C. All registered events must turn in an attendee list to [msmartin@uab.edu](mailto:msmartin@uab.edu) immediately after event has ended or by 8:00am the following day for events that are held after 5pm. This requirement is to ensure that we are able to do contact tracing if necessary. Attendee list should include name attendee first and last name, phone number and email address.
- D. Capacity limits for Events are based on guidance from UAB and the latest social distancing requirements and should be provided by the UAB staff who are responsible for the facility or area where the Event is being held.
- E. Event staff should ensure that they are familiar with the facility or area's emergency evacuation plan and any possible ways to mitigate the risk of spreading COVID-19 during an evacuation.
- F. 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.

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If an item is not a single-use disposable item and it cannot be sanitized or disinfected its use on UAB's campus is prohibited.

- G. Event staff and attendees are required to wear masks indoors on campus regardless of vaccination status as well as maintain proper social distancing while on UAB's campus.
  - Face masks must cover mouth and nose, consist of two (2) layers of fabric with no valves. Gaiters are not allowed. ADA or medical exemptions to this requirement will be provided to Event staff or attendees with proper documentation.
  - Face shields can be worn without a mask only when social distancing requirements can be met at all times, otherwise they must be worn along with a mask.
  - Events must have additional face masks available.
  - Events held by a UAB entity should adhere to Procurement guidelines when purchasing PPE or sanitation supplies/equipment.
- H. Hand sanitizing equipment and wipes must be readily available.
- I. Provide preventive equipment, such as plexiglass dividers and covers when appropriate.

### HEALTH SCREENINGS:

#### A. Testing Requirements

- Prior to participating in an Event on UAB's campus, staff or attendees must be tested if in the past 10 days:
  - They have travelled Internationally
  - They show symptoms of COVID-19
  - They have been exposed to someone who has had COVID-19
  - Necessary to meet any Federal, State, or Local mandate
  - Vaccinations are not required for entry to campus. Event staff and attendees are strongly encouraged to receive and complete their vaccinations as soon as they are eligible. For more information about COVID-19 vaccines please visit <https://www.alabamapublichealth.gov/covid19vaccine/>.

#### B. Screening Requirements

- Should follow the latest requirements set by UAB. Please visit <https://www.uab.edu/uabunited/> for additional information.

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

- A. 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 healthcare provider.

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- B. Any UAB Event staff or students who exhibits or has COVID-19 symptoms during the Event should follow UAB's COVID-19 policies.
- C. If an event attendee reports an exposure or a positive COVID-19 test to the UAB Event staff, please report this to [msmartin@uab.edu](mailto:msmartin@uab.edu) in the Office of the Senior Vice-President for Finance and Administration. If notification occurs outside of business hours, please contact Steve Murray at 205-532-0406.
- D. Please refer to UAB's COVID-19 policies for further information.

### CAPACITY

- A. Events held indoors have capacity limits determined by UAB, the size of the facility and social distancing guidelines currently in-place. The facility can provide additional information.
- B. Events held outdoors will have capacity limits set based on guidance from UAB, size of Program location and social distancing guidelines currently in-place. The responsible person for the area being used can provide additional information.
- C. Maximum attendance for the facility or area where the Event is being held should be noted on the Event registration.

### FOOD AND BEVERAGES

- A. Meals or snacks are discouraged but permitted if allowed by the facility or area being used. They must be boxed, individually wrapped or plated. Food providers are required to submit their COVID-19 safety plan to the Event which should then provide the plan as part of their registration. Food providers must also follow the COVID-19 protocol for food deliveries and vendors on UAB's campus, please visit <https://www.uab.edu/uabunited/visitors/campus-visitor-protocol> for more information.
- B. Individuals can briefly unmask while actively eating or drinking if a minimum of 6 feet of social distancing can be maintained. Outdoor events on campus do not require participants to wear face coverings regardless of vaccine status. A minimum of 6 feet of social distancing must be maintained.
- C. Event staff and attendees shall not share water coolers, drinking stations, water bottles, cups, or other drinking devices. The use of personal refillable water bottles is encouraged. Otherwise, disposable cups must be used.
- D. Sharing of food or drink is not allowed.

### CLEANING AND DISENFECTING

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- A. The Event will provide and keep adequate cleaning and disinfectant supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, and extra cloth face coverings. Communal spaces will be cleaned and disinfected before and after the Event.
- Shared items must be cleaned and disinfected between uses. When possible, the number of items shared should be limited.
  - Frequently touched surfaces must be cleaned and disinfected during breaks and throughout the day (if applicable).
  - Restrooms available to staff and attendees must be cleaned and disinfected more than once per day (based on length of Event in consultation with UAB staff responsible for facility or area being used).
  - Cleaning and disinfecting methods must follow UAB protocols.
- B. The Event may be responsible for additional cleaning costs required to help prevent the spread of COVID-19 in the facility or area being used.

## 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 cancelled 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 cancelled due to an order by State, Local or UAB officials.

**Note: This document is not inclusive of all COVID-19 guidelines set by UAB. Please visit <https://www.uab.edu/uabunited/> for additional safety information.**

If your Event has any additional procedures or requirements outside of those in this document, please email them to [msmartin@uab.edu](mailto:msmartin@uab.edu).