## Approval Checklist For Successful Gatherings

### Is in-person delivery safe?
- [ ] Capacity seems reasonable
- [ ] Activities can be distanced
- [ ] Attendees are from similar geographical regions (this helps collaborate with appropriate health departments and detect community spread)
- [ ] Limited amount of shared items (e.g. pens, papers)
- [ ] Virtual delivery is not possible

### Safety Plan Includes:
- [ ] UNO Campus COVID-19 expectations
- [ ] Distribution of expectations to attendees
- [ ] Emphasis of at least 6 feet physical distance between available seats
- [ ] Mention of hand sanitizer and disinfecting wipes stations
- [ ] Enforcement of face coverings during the event (exception should only apply if eating)
- [ ] Availability of disposable face masks

### Risk of Activities
- [ ] Do any activities promote close proximity or standing in lines?
- [ ] If food breaks are needed, is enough time allocated for people to space out?
- [ ] If catering is offered, do the plans include self-service or buffet-style serving?
- [ ] Is there a process to ensure attendees must register to avoid issues with capacity?
- [ ] Does the registration process collect contact information of attendees in the event contact tracing is needed?
- [ ] Is there a check-in process in the event contact tracing is needed?

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Have you been designated as a signatory for the gathering approval process?

Please go through this checklist before approving in-person gatherings.

Additional information can be found on the UNO Fall Forward website (unomaha.edu/fall-forward)

For COVID-19 related questions about in-person gatherings, please contact the UNO Office of Health Security at unohealthsecurity@unomaha.edu

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