

Approval Checklist For Successful Gatherings



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

Is in-person delivery safe?	
<input type="checkbox"/>	Capacity seems reasonable
<input type="checkbox"/>	Activities can be distanced
<input type="checkbox"/>	Attendees are from similar geographical regions (this helps collaborate with appropriate health departments and detect community spread)
<input type="checkbox"/>	Limited amount of shared items (e.g. pens, papers)
<input type="checkbox"/>	Virtual delivery is not possible
Safety Plan Includes:	
<input type="checkbox"/>	UNO Campus COVID-19 expectations
<input type="checkbox"/>	Distribution of expectations to attendees
<input type="checkbox"/>	Emphasis of at least 6 feet physical distance between available seats
<input type="checkbox"/>	Mention of hand sanitizer and disinfecting wipes stations
<input type="checkbox"/>	Enforcement of face coverings during the event (exception should only apply if eating)
<input type="checkbox"/>	Availability of disposable face masks
Risk of Activities	
<input type="checkbox"/>	Do any activities promote close proximity or standing in lines?
<input type="checkbox"/>	If food breaks are needed, is enough time allocated for people to space out?
<input type="checkbox"/>	If catering is offered, do the plans include self-service or buffet-style serving?
<input type="checkbox"/>	Is there a process to ensure attendees must register to avoid issues with capacity?
<input type="checkbox"/>	Does the registration process collect contact information of attendees in the event contact tracing is needed?
<input type="checkbox"/>	Is there a check-in process in the event contact tracing is needed?

