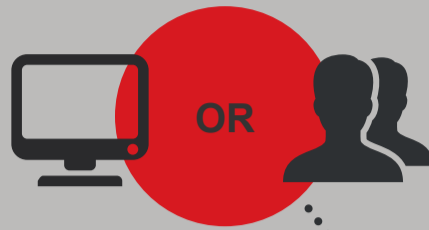


Planning to Host a Gathering at UNO?

Below are recommendations to think through before submitting your gathering approval form.

Gatherings are defined as 11 people or more.

STEP 1



Location of Your Gathering

Virtual or In-Person?

If you are planning an **in-person** portion, please be able to justify the need to have the gathering in-person and have a COVID-19 safety plan prepared.

Review the Fundamentals

Please **review and share**:

- 7 Fundamentals for COVID-19 Campus Control for UNO Student, Faculty, & Staff
- 7 Fundamentals for COVID-19 Campus Control for Visitors



STEP 2

Submission Guidelines

Gatherings are defined as 11 people or more.

In-Person & Hybrid approvals needed for:

- All Academic Affairs (Colleges and Units)
- Business & Finance
- TAC
- Student Success

Virtual

- Student Success

STEP 3



Submit an Online Gathering Approval Form

Select from the following based on **your college or department**:

- Academic Affairs (lists units not housed specific to a college)
- Business & Finance and Thompson Alumni Center
- College of Arts & Sciences
- College of Business Administration
- College of Communication, Fine Arts & Media
- College of Education, Health, & Human Sciences
- College of Information Science & Technology
- College of Public Affairs & Community Service
- Criss Library
- Student Success



STEP 4

Wait for the Approval Process

Email 1: Once you've submitted the gathering form, you'll receive an email that says "completed." This is confirmation that your form has been submitted and will be routed to the appropriate division.

Email 2: Once all signatures are obtained, your division lead will send you a completed pdf, including the signature page for your approved gathering. **Please show this document to reservations, catering, or other special requests.**

STEP 5



Plan Ahead to Enforce Safety

As part of the UNO Community, it is all our responsibility to ensure we make safety our top priority. **Attendees must adhere to UNO COVID-19 expectations.** Failure to do so may inhibit your ability to host another gathering.

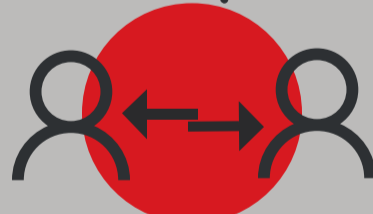


STEP 6

Before the Gathering

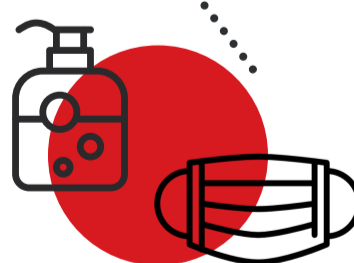
- Create a registration process to ensure you don't exceed the allotted capacity of the space. Include contact information in case contact tracing is needed.
- Be sure the location of the gathering is set up to promote physical distancing of at least 6 feet (Please note: this is the **number one indicator** of whether individuals need to quarantine if exposed to a positive case)
- Be sure to have hand sanitizer, disinfecting wipes and extra disposable masks available

STEP 7



During the Gathering

- Set up hand sanitizer and disinfecting wipes stations and have disposable masks handy
- Create a check-in process in the event contact tracing is needed
- If food is served, provide opportunities for attendees to stay at least 6 feet apart
- **Follow all campus COVID-19 expectations**



STEP 8

After the Gathering

- Submit COVID-19 related concerns via the **BRT form**
- Submit COVID-19 related questions to the Office of Health Security at unohealthsecurity@unomaha.edu

STEP 9

