

From: Campus Event Services Scheduling <CampusEvents@uvm.edu>

Sent: Tuesday, November 24, 2020 10:44 AM

Subject: University Event Services - COVID-19 Event Updates & Guidance



THE UNIVERSITY OF VERMONT
EVENT SERVICES

Dear EMS Users,

We hope that you are doing well and that this Fall semester has gone smoothly for you as we have all learned to adapt to our new, and hopefully temporary, mode of operating.

Please note that between semesters buildings will close for event related activities on Saturday, December 12th and will remain closed until Tuesday, January 19th.

If you have any questions regarding this closure, please reach out at campusevents@uvm.edu.

We also wanted to reach out with some updates regarding events on campus and what to expect for the Spring 2021 semester. As I am sure it is no surprise to anyone, the Spring 2021 semester will look very much the same in terms of event guidelines and operational expectations as what we have experienced this Fall.

UVM and State guidelines will continue to restrict indoor events to a maximum of 75 people or less while maintaining a physical distance of 6 feet between participants. The space being utilized may limit your capacity to less based on 6-foot physical distancing requirements.

UVM and State guidelines restrict outdoor events to a maximum of 150 people while maintaining a physical distance of 6 feet between participants.

NOTE: Maximum attendance numbers may change if guidelines change.

Additionally, events will be limited to UVM affiliates only – no visitors will be permitted.

At this time, we would also ask you to look at any events you previously booked in EMS and make updates if they will be cancelled, shifting to a virtual format, or need to find an alternative location to accommodate physical distancing.

In coordination with the UVM Strong Committee, the following Event Guidelines will remain in place.

The full list of guidelines can be found at: <https://www.uvm.edu/eventservices/covid-19-event-guide>.

These guidelines will be in effect until further notice. Guidelines are subject to change and will be updated regularly.

Event Guideline Highlights:

- In-person events that follow state and UVM guidelines may be approved by submitting a request through the EMS portal.
- 6-foot physical distancing must be observed at all in-person events and meetings.
- Face coverings must be worn at all times when in the presence of others, regardless if the event or meetings is indoor or outdoor and all attendees of an in-person event must adhere to UVM's COVID safety protocol.
- Event Planners must keep a roster with the name and phone number for all attendees of an in-person event. These must be kept on file for 30 days following an event and must be made available upon request.
- All catering and food services must be provided by UVM Dining and not by any external caterers. No potlucks, bake sales, pizza, or platters of food will be allowed at events or meetings. All food must be individually packaged items.
- All in-person events must have a designated team or staff member present at the event to assist with onsite compliance with the COVID social distancing and face mask requirements.
- All Open attendance events must be pre-ticketed or have a sign-up in advance, no walk-up customers are allowed. Ticketing service is available to assist with this. For more information visit <https://www.uvm.edu/eventservices/uvm-tickets>
- If you plan to adapt your event to be virtual/on-line, please note that there is now a space in EMS to indicate this. The Building and Room in EMS are both called Online. Indicating your event is online will enable you to still list your event on the Campus Calendar and for you to request any needed technical support or assistance.

If you plan to cancel your event entirely, please go into the EMS Portal to take that action.

When cancelling the event, we do ask that you indicate the reason the event is cancelling is COVID19.

We appreciate everyone's continued patience and assistance as we navigate these uncertain and changing times.

If you have any questions or concerns, please reach out to our teams:

For events outside of the Davis Center: campusevents@uvm.edu or 656-5667

For events in the Davis Center: dcevents@uvm.edu or 656-1204

For events in the Athletic Facilities: gregg.bates@uvm.edu or 656-7705 OR blake.simpfenderfer@uvm.edu

Warm Regards,

Heather Cochran-Rock

Assistant Director for Campus Event Services

Lina Balcom

Assistant Director for Davis Center Operations & Events
