

From: Campus Event Services Scheduling

Sent: Friday, March 26, 2021 10:18 AM

Subject: University Event Services - COVID-19 Event Updates & Guidance for Spring & Summer 2021



THE UNIVERSITY OF VERMONT
EVENT SERVICES

Dear EMS Users,

We hope that you are doing well and that this Spring semester has gone smoothly for you. We are reaching out to provide some updates for the end of semester and summer events planning.

UVM and State guidelines 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 continue to be limited to UVM students, faculty and staff only – no visitors or external attendees will be permitted.

As we move towards the end of the semester we know many of you will be looking forward to celebrating this years accomplishments. **To allow for planning purposes, please note that we are encouraging events happen prior to May 7th. Due to limited staffing from May 8th-15th University Event Services will have little ability to support events, whether in person or virtual. From May 16th-26th University Event Services will have minimal staffing and will be focused on Commencement and will be unable to support any events.** We ask that you please take this into consideration and plan accordingly.

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

As a reminder, 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 cancel your event entirely, please go into the EMS Portal to take that action.***

We appreciate everyone's continued patience and assistance We've done an amazing job so far and better days are in sight. We'll get there together!

For 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
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Assistant Director for Davis Center Operations & Events

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