

**From:** Campus Event Services Scheduling <[CampusEvents@uvm.edu](mailto:CampusEvents@uvm.edu)>

**Sent:** Monday, August 10, 2020 4:45 PM

**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 as we all prepare for the resumption of operations and the Fall semester we wanted to reach out with some updates regarding events on campus. In coordination with the UVM Strong Committee, the following Event Guidelines have been established. Attached is a [document](#) with additional details.

**WHAT YOU NEED TO KNOW:**

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

- For the 2020-2021 academic year, all events and meetings should consider changing to a virtual format whenever possible.
- In-person events that follow state and UVM guidelines may be approved by submitting a request through the EMS portal.
- UVM and State guidelines 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.
  - **Maximum attendance numbers may change if guidelines change.**
- Face-to-face meetings should be held remotely when possible.
- 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.
- 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 large scale UVM events that would draw a crowd are canceled.
- External events such as conferences and competitions will only be permitted on a case by case basis and must receive prior approval from University Event Services.
- 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 in-person events are required to have an EMS reservation – even if in departmental spaces. For assistance with booking spaces in EMS that are not currently listed, contact Campus Event Services.
- 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.

- EMS spaces have been updated to reflect the new capacities under COVID-19 physical distancing measures. To find what the cap for a space is, you will need to identify the Setup Type for your event as: COVID-19.
- Please note for many spaces that may have previously had flexible setup options, under COVID-19 distancing that flexibility has changed. In many cases a room's setup may no longer be able to be changed.
- As we indicated at the beginning of the Summer, use of space on campus was expected to change and has been prioritized for academic use first. The following non-classroom spaces have been designated for academic purposes and as such space reservations will be adjusted.
  - Ira Allen Chapel
  - Waterman Memorial Lounge
  - Alumni House Silver Pavilion
  - Old Mill John Dewey Lounge
  - Davis Center Grand Maple Ballroom
- 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.
- If you are canceling your event and it is posted to the Campus Calendar, please remember to change your posting to NO. If you do not change this before canceling your event, it will still post. For information on how to update this information, please visit: <https://www.uvm.edu/eventscalendar/?Page=posting.html>
- In the case that your event will change in ways that make the current space no longer appropriate for your event, we reserve the right to move your event to a new location and will communicate with you as quickly as possible in this situation.

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](mailto:campusevents@uvm.edu) or 656-5667

For events in the Davis Center: [dcevents@uvm.edu](mailto:dcevents@uvm.edu) or 656-1204

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

Warm Regards,  
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