University of Houston-Clear Lake

**Event Guidance and Application Form**

February 5, 2021

Due to the escalating instances of Coronavirus (COVID-19) in our area and in keeping with our commitment to the wellbeing of all who make up the UH – Clear Lake community, the university is committed to protect the University community, considering recommendations from the Centers for Disease Control and Prevention (CDC), as well as local and state guidelines.

If you would like to schedule an event on campus, please **apply below** **following the current Code level requirement, which may be found at** [**https://www.uhcl.edu/health-alert/**](https://www.uhcl.edu/health-alert/)**.** *Code levels are subject to change based on external guidance for COVID status, such as at* [*https://open.texas.gov/*](https://open.texas.gov/)*.*

**Advertise to participants in the event notice and at the event, that they must self-screen for possible COVID-19 symptoms and adhere to the controls listed below.**

***Symptoms:*** The following are symptoms reported as of the date of this form. Check the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) or your healthcare provider for the most current information. Persons exhibiting any of these possible new or worsened symptoms may not attend, unless it has been at least 10 days since symptoms first appeared, and at least 24 hours without symptoms (without the use of medication).

* Nausea or Vomiting
* Diarrhea
* Fatigue
* Muscle pain or body aches (not from exercise)
* Sore throat
* Cough
* Shortness of breath or difficulty breathing
* Congestion or runny nose
* Chills
* Repeated shaking with chills
* Headache
* Loss of taste or smell
* Fever greater than or equal to 100.0°F, or feeling feverish
* Known close contact with a COVID-19 positive person within the last **14** days (still necessary)

***Participants:*** must adhere to standard protective measures including social distancing of 6 feet or more from members not within their household, face masks or coverings, cough/sneeze etiquette, personal hand sanitizers, and frequent handwashing and disinfection such as before and after interaction with others, after sneezing or touching face.

***Event Organizers:*** Are responsible for providing or arranging for having hand sanitizer(s), disinfectant wipes, soap and water available. Place signage to remind everyone of hygiene practices. Clean and disinfect regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.

***Food:*** Any food and utensils served for these events must be brown bagged or properly wrapped (I.e. in an individual clam-shell Styrofoam container or fully Saran-wrapped and not exposed when served). Any items not individually packaged must still be covered, and served by the restaurant or caterer. No self-serve food (no utensil or condiment sharing) or homemade food items are allowed at this time. Consider providing bottled water as an alternative to drinking fountains or refilling personal containers.

Complete and submit the following form to the Director of EHS and Emergency Management at [EHS@uhcl.edu](mailto:EHS@uhcl.edu). Information may be typed in, or use another page if more space is needed. Once this form has been reviewed, you will be notified within 2 business days regarding how to proceed. Thank you for your support and understanding. We regret any inconvenience.

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| Event Date, Times |  |
| Event Title |  |
| Proposed Location |  |
| Description/purpose of event |  |
| Is this event meeting, luncheon, etc.? |  |
| How many participants are expected at this event? |  |
| Is this internal for UHCL faculty and staff only? |  |
| Can it be hybrid or bimodal instead or as well? |  |
| Will there be food or beverages served at your event? |  |
| If yes, please indicate where from, individually packaged and served, grab and go, etc. |  |
| How will you advertise Covid symptoms and controls? |  |
| Will you supply PPE or disinfectant, or turn people away? |  |
| What kind of signage and marking of distancing will you put or is it already present? |  |
| What is the written plan for your event on how you will manage social distancing within the space as well as approach egress? (i.e., directional entry and exit) |  |
| What other shared spaces will be needed or affected? (restrooms break rooms, etc.) |  |
| What other support may be needed? (UCT, Custodial, security, building access) |  |
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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EHS Approval Comments and Conditions:**

**Approver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE: EHS will monitor your event and if these measures are not being followed, EHS reserve the right to shut down your event.**