



Considerations for planning an event...

There are multiple factors that should be considered when planning an event on- or off-campus. The overarching goal is to mitigate risk of exposure to and transmission of COVID-19, which is most generally passed on from humans to humans.

Here are some of the factors we consider when we review event applications:

- > Will there be **health screening** ahead of the event to reduce the presence of potentially sick people?
- > When / how will the participants be **informed of safety precautions**?
- > Will there be a participant contact list in case **contact tracing** is needed after the event?
- > Is there enough **space** to maintain **6 feet of social distancing** (minimum) between all participants *at all times*?
- > Is there a way to use special **markers** in the space to help participants maintain social distance and “control traffic” during the event?
- > What **activities** will take place during the event? Singing, cheering, playing musical instruments that require air from the player, or games that require physical contact or proximity increase the likelihood of COVID-19 transmission so should be avoided.
- > Is there a way to have **separate entrance and exit** pathways so people do not have to necessarily get closer than 6 feet from each other?
- > Can the event be held **outdoors** with social distancing to increase air circulation?
- > Will the students be in contact with other students with whom they already regularly congregate in classrooms or clinics (i.e. “**bubbles**”) or will there be individuals present that interact with multiple other groups and the event will therefore broaden exposure (risk if super-spreader event)?
- > Will the event be held in a location where **members of the public** will be and over whom the University has no authority to require compliance with safety procedures? Likewise, will Creighton members put those persons at risk if they are vulnerable?
- > Will the event require **transportation** to a location off campus? If yes, how will the risk of COVID-19 transmission be mitigated in the enclosed vehicle?
- > Does the community site have **published procedures** to protect their visitors or are they relying on Creighton University visitors to handle all protections?
- > Will **face coverings** be worn at all times? (Eating requires removal of face coverings, so increases the risk of spreading COVID-19). Is it essential for food to be part of the event?
- > What materials, including **personal protective equipment (PPE)** beyond face masks will be needed? How will those be obtained?
- > If **food** is going to be served, it should be **pre-packaged and/or served by trained personnel**. Buffets and plated food increase the risk of transmission.
- > Longer meetings / gathering **prolong exposure**. Consider holding the event for the shortest time possible to meet your goals, especially if indoors.
- > Shared materials increase the likelihood of exposure. Can materials be **disinfected between users** (ideal) or can hands be sanitized frequently (before and after) use of materials?