

Use this guide early in the planning stages of your activity to assess the potential associated risk due to COVID-19. The intention is to encourage thoughtful consideration about the potential risk associated with an activity and develop a plan to mitigate these risks. The process includes three steps: 1) Select one response for each risk consideration, 2) note mitigation strategies you will implement to address medium and high risks; and 3) upload a completed event matrix with your event application.

Event Name: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

	RISK LEVEL			Mitigation Plan for Medium and High Risks
	Low Risk	Medium Risk	High Risk	
Event Location	Virtual <input type="checkbox"/>	On-Campus* <input type="checkbox"/>	Off Campus* <input type="checkbox"/>	
Space location	Outdoor* <input type="checkbox"/>	Indoor* <input type="checkbox"/>		
Number of participants	Less than 25* <input type="checkbox"/>		More than 25* <input type="checkbox"/>	
Transportation (if off campus)	Individual <input type="checkbox"/>		Shared <input type="checkbox"/>	
Off-campus visitors / participants**	NO <input type="checkbox"/>		YES <input type="checkbox"/>	
Health screening before event	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Social distancing	More than 6 feet <input type="checkbox"/>	6 feet <input type="checkbox"/>	Less than 6 feet <input type="checkbox"/>	
Social distancing markers (tape on floor, signs, etc.) to designate 6' of physical distancing	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Duration of event	Less than 15 minutes <input type="checkbox"/>	Between 15-60 minutes <input type="checkbox"/>	More than 60 minutes <input type="checkbox"/>	
Timing of safety information communicated to participants	Prior to event <input type="checkbox"/>	During event <input type="checkbox"/>	After event <input type="checkbox"/>	

\*Depending on location

\*\*Off-campus visitors must be pre-approved

	RISK LEVEL			Mitigation Plan for Medium and High Risks
	Low Risk	Medium Risk	High Risk	
Face masks required during entire event	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Hand sanitizer and/or hand washing stations readily available	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Surfaces cleaned before events	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Surfaces cleaned between being touched by different people	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Shared materials disinfected between being touched by different people	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Food	None <input type="checkbox"/>	Served by trained staff <input type="checkbox"/>	Self-served <input type="checkbox"/>	
Physical contact during activities	NO <input type="checkbox"/>		YES <input type="checkbox"/>	
Activity includes cheering, singing, or playing instruments in which air from a person is required, etc.	NO <input type="checkbox"/>		YES <input type="checkbox"/>	
Separate entry and exit routes to control traffic moving in one direction during event	YES <input type="checkbox"/>		NO <input type="checkbox"/>	