



Fall 2020 Events Policies

These policies have been drafted by the Academic Vice President and are in addition to the policies set forth by the State of Utah and Brigham Young University. Any new policy set by the state or university supersede the below policies.

General Recommendations

- **We strongly urge cancelling any non-essential large gatherings of 10 or more people. Meetings or events of any size should be reconsidered.**
- We encourage using remote technology and virtual methods to conduct your events.
- All events must be in accordance with state and university restrictions. See [BYU COVID-19 Updates](#), and [Utah Coronavirus Guidelines](#) web pages for more information.
- Submit approval requests early (recommended up to 2-3 weeks before the event).

Event Approval

- Request for Permission form can be found at AVP.byu.edu
- All events must be approved through several offices, in the following order:
 - Department Chair
 - Dean/Director
 - Academic Vice President's Office
 - Risk Management
- If approved, event coordinators must abide by the policies & best practices listed in this document.

Venues

- Outdoor and virtual events are encouraged.
- Events must be held in venues with enough space to keep participants at least 6 feet apart at all times.

Pre-Event Communication

- Pre-event communication from event organizers to attendees of the event must include:
 - Advice to stay home if ill or exhibiting any COVID-19 symptoms
 - Recommendation that high-risk individuals do not attend
 - Information regarding the prevention precautions that will be in place at the event (masks required, 6-foot social distancing, etc.)
 - Links to the [BYU COVID-19 Updates](#), and [Utah Coronavirus Guidelines](#) websites
 - Notification that precautions may change on short notice, and the event may be cancelled at any point.

Attendance List

- Pre-registration or day-of sign-ins for all participating attendees are required to facilitate COVID-19 contact tracing, should that be necessary.

Event Signage

- Organizers should remind attendees during the event of simple measures to lower risk and prevent spread of the coronavirus. This includes but is not limited to wearing masks, practicing social distancing, and not shaking hands.
- Display signs, posters, or digital images reminding participants of the following:

- If you exhibit any COVID-19 symptoms or have any high-risk health concerns, consider participating virtually.
- By entering, you understand the risks associated with COVID-19.
- Prevention measures at this event include masks, social distancing, and no handshakes.

Food & Beverages

- Only single-serve or pre-packaged food items and utensils are allowed (i.e. - bottled beverages, boxed lunches with individually wrapped silverware, single-serve chips or snacks, wrapped sandwiches, etc.).
- Pizza and buffets are **not allowed**.
- Other items **not allowed** include drink dispensers, bowls of chips, large catering-sized bowls/platters, or anything that multiple people may touch.
- Sit down meals with catering services are strongly discouraged.

Sanitizing Stations / Procedures

- It is the responsibility of the event organizers to provide alcohol-based hand sanitizers at the venue.
- While BYU will provide hand sanitizer dispensers in entryways and public spaces throughout campus, event organizers are responsible for providing sanitizer at the event.

Individual Items

- Be aware of items that multiple people may touch at an event: pens, sticky notes, name tags, papers, check-in desk supplies, etc.
- Consider options to sanitize these items between each use, provide individual items that do not need to be re-used, or have someone assigned to item distribution.