

Event and Activity Review Process

All University events and activities, excluding instruction, for Fall 2020 will be reviewed in accordance with the following processes.

1. The requestor shall complete an event/activity request rubric form with details about the proposed activity and provide it to the Division VP/Cabinet sponsor for preliminary approval.
 - a. **Note: Student groups & orgs should work through the MIC Dept to complete the event request form. The same applies to academic depts that typically work with MIC to request event spaces on campus.**
2. Division VP/Cabinet sponsor will review the event/activity request rubric form to confirm that:
 - a. The event is connected directly to the University's core mission and/or current strategic plan priorities; or the event is required by the University and/or an external entity.
 - b. The event is unable to be replicated virtually.
3. If preliminarily approved, the Division VP/Cabinet sponsor will forward the event/activity request rubric form to the Repopulation Workgroup to facilitate a further review process.
4. The Repopulation Workgroup, as the central repository of campus population data and repopulation efforts, will serve as the coordinating body to review requests for events and activities.
5. The Repopulation Workgroup, in close collaboration with the Pandemic Health & Safety Evaluation Team, will assess event and activity requests. The Pandemic Health & Safety Team is comprised of the Director of Environmental Health & Safety (Tony Pepe), Pandemic Manager and Director of the SHC (Dr. Linda Chassiokos) and the Chief of Police (Greg Murphy). As part of their collaboration of review with the Repopulation Workgroup, the Team will review the event/activity request rubric form, assess the risks associated, and provide consultation and guidance to reduce the risks to the extent possible, as guided by federal, state, and local public health guidelines. Consultation with Risk Management and Legal Counsel may be indicated and appropriate in this process.
6. The Repopulation Workgroup and the Pandemic Health & Safety Team will coordinate with other Workgroups and campus partners for support, expertise and/or additional information to ensure a comprehensive review of the event/activity request rubric form. Typical partners will include:
 - a. Campus Infrastructure and Facilities: Review or recommend risk reduction measures in proposed venue to include the inspection of locations for capacity, ability for adequate physical distancing, HVAC, traffic flow, etc. Also review

- support service needs, eg disinfection, food services, signage, that may be necessary to ensure a low risk environment.
- b. Co-curricular and Student Life Workgroup: Review or recommend delivery modalities for programming opportunities that promote student engagement and development.
 - c. Technology Workgroup: Review or recommend technology solutions to enhance event/activity or mitigate health and safety risks.
 - d. University Student Union: Leverage expertise of student functions and creative solutions to promote student enrichment opportunities.
7. Repopulation Workgroup and Pandemic Health & Safety Team will review and discuss feedback and findings, and make a recommendation to the Division VP/Cabinet Sponsor.
 8. The Division VP/Cabinet Sponsor may approve or disapprove proceeding with the event or activity after reviewing the feedback and findings. The Division VP/Cabinet Sponsor will consult with the EOC Policy group on activities or events deemed to be particularly sensitive or complex for final decision.
 9. When the EOC Policy group reviews a proposal advanced for review by the Division VP/Cabinet Sponsor, the Chair of the Repopulation Workgroup and the Pandemic Health & Safety Team may be asked to present their findings and feedback. The EOC Policy Group will consider the risk assessments, mitigation recommendations, and repopulation feasibility and other factors deemed important and make a decision about the event or activity.
 10. The Division VP/Cabinet Sponsor shall advise the Chair of the Repopulation Workgroup and the requestor of the final decision on the proposed.