

Event Organizer(s) –

Currently, the University is proceeding with in-person meetings and events on campus. As the situation evolves, this stance may change, and communication will be made to those impacted. **Requests for meetings and events will reopen the week of August 3<sup>rd</sup>. Events needing to be rescheduled due to the placement of academic classes will be processed first, followed by new reservation requests.**

To assist you with hosting a safe and successful meeting and/or event on campus, the following are minimum requirements necessary for indoor and outdoor meetings and events at the University of Kentucky:

- Meetings and Events must adhere to social distancing requirements by maintaining a minimum of six (6) feet between individuals as requested by CDC and Local guidelines. An exemption may be given to families/individuals who live at the same residence.
- Event Organizers must provide or arrange access to COVID-19 prevention supplies and personal protective equipment, such as hand sanitizer, for event staff, participants and attendees.
- Masks will be required unless individuals are alone in a room, eating, drinking, or exercising or when it interferes with required curricular activities.
- Room layout for meeting and/or event must reflect a minimum of six (6) feet between chairs or persons. Event Organizers must organize a way for attendees to get to their seats in an orderly fashion that preserves the distance limit. If room layouts cannot be adjusted, utilizing more rooms for breakout sessions can be an option to limit the capacity of each room.
- Group activities (group discussions, networking, etc.) must be guided and structured. Pursue activities that limit close contact, touching, and sharing materials.
- Event Organizers must track attendance to ensure social distancing and avoid capacity concerns (see Attendee/Participants Section).
- Event Organizers must maintain a record of each person attending the event and their contact information. This is to cooperate with state and/or local public official request(s) to notify attendees if the event is linked by contact tracing to high risk of COVID-19 exposure. Event Organizer is responsible for sending the contact information to the facility coordinator for their records within 24 hours after the event concludes.
- Event Organizers must communicate clear expectations to attendees prior to the event and discourage participants who are sick from coming to the meeting and/or event.
- Venues with multiple entry/exit points must clearly define entrance and exit points.
- Outdoor venues must have a defined entry and exit point(s).
- Self-Service Food and Beverage is not permitted.
- Exhibitors, booths, etc. must be spaced a minimum of six (6) feet apart. No more than one person per table/booth will be permitted.
- Giveaways must be executed in a contactless delivery method.
- Contractors and vendors must wear face coverings or masks while at the venue or event space.

If public health conditions change, the University President will modify requirements and prohibitions as appropriate. Because of the unique characteristics of the University, the University President may impose requirements and prohibitions that go beyond those mandated by other officials. Moreover, the University President may choose to achieve certain public health ends through different means. University Event Staff will work with UK's Emergency Operation Center to determine if restrictions or cancellations are necessary and will work with Facility Coordinators and Event Organizers to implement these changes or cancellations. Event Organizers must have a plan in place to quickly communicate changes in requirements or cancellation with Participants and Attendees.

If you currently have a scheduled meeting and/or event scheduled in a College of Agriculture, Food and Environment venue that cannot meet these requirements please contact the facility or event coordinators to cancel your reservation(s).

If you currently have a scheduled meeting and/or event elsewhere on campus that cannot meet these requirements please contact the Office of University Events at [events@uky.edu](mailto:events@uky.edu) to cancel your reservation(s).

To view FAQ's and updates from UK related to events on campus, visit <https://www.uky.edu/coronavirus/university-events>.

For the latest Restart information and COVID-19 updates from the University of Kentucky visit <https://www.uky.edu/coronavirus/>

For the latest COVID-19 updates from the College of Agriculture, Food and Environment visit <https://coronavirus.ca.uky.edu/>

To have an upcoming Virtual Event post to the UK Calendar, submit your event information at <https://www.uky.edu/events/virtual>