UNIVERSITY OF WISCONSIN-MADISON SCHOOL, COLLEGE, AND DIVISION COVID-19 POLICY FOR SUMMER 2021 EVENTS AND MEETINGS

Rationale/Purpose of the Policy

Effective, June 2, 2021:

The University of Wisconsin-Madison’s event attendance and space occupancy limits are reviewed periodically as Public Health Madison Dane County (PHMDC) issues updated public health guidance for gathering and event sizes. Effective June 2, 2021, with the expiration of the most recent PHMDC order, the size of outdoor university affiliated events on or off campus is not limited; however, individuals who are not vaccinated should maintain six (6) feet physical distancing and if physical distancing is not possible, should wear a face covering. Indoor event size is limited to the maximum allowable to ensure that at least six (6) feet of physical distancing can be maintained by all those attending (vaccinated and unvaccinated) who are not members of the same household/living unit. In addition, individuals who are not vaccinated should wear face covering, except when eating or drinking.

All previous PHMDC orders may be viewed at PHMDC Current Order.

Rationale/Purpose of the Policy

The following policy for School, College, and Division (hereafter referred to as unit) events are aligned with University of Wisconsin–Madison’s COVID-19 Response, which seeks to mitigates risks to our campus community while allowing for necessary activities. This policy may be modified as new information becomes available from national, state, and local public health agencies. Local units may establish more restrictive policy as deemed appropriate. The most current University event policy can be found in the UW–Madison Policy Library. Questions may be referred to vcsa@studentaffairs.wisc.edu.

** NOTE: All Intercollegiate Athletics events will follow NCAA and Big Ten conference rules and guidelines and all pre-college programming is subject to a separate set of requirements.

Definitions

Attendee

Any individual present at an event hosted by the unit. This includes all students, faculty, staff, and visitors/guests.

Event

Any activity (including all meetings, internal or other), regardless of the location on or off university property, coordinated by an event host to bring people together, outside of the formal classroom experience.

Event Host

The sponsoring unit, department, employee, or other connected entity. For purposes of meetings, the event host is the convener.
Event Manager

The UW–Madison employee responsible for managing event (or meeting) reservations and logistics in their school, college, or division’s reservable space.

Sponsored Event

A sponsored event is one where a University department provides an approved invitation or Financial Sponsorship letter, indicating that the event meets the mission of their department.

Third Party Event

Any event not affiliated with or sponsored by the University.

Scope

This policy applies to the sponsored programs, activities, meetings, or gatherings, regardless of their location on or off university property, of all campus schools, colleges, divisions, and their related departments (hereafter referred to as unit). Third party events are permissible under this policy.

Policy

I. APPROVAL

1. Units within schools, colleges, and divisions may host meetings and events as long as they follow this campus policy and CDC guidelines. This applies to all sponsored programs, activities, meetings, and gatherings, regardless of their location on or off university property.

2. Events and meetings that are deemed critical to the university’s mission, but that have aspects which fall outside of this campus policy or CDC guidelines (e.g. health protocols, etc.) require approval from the sponsoring unit’s Vice Chancellor, Academic Dean, or Research Center Director.

3. Vice Chancellors, Academic Deans, and Research Center Directors should designate who in their units may approve exceptions for events and meetings of connected student groups (e.g. student advisory boards) but that are not Registered Student Organizations (RSOs).

4. Vice Chancellors, Academic Deans, and Research Center Directors may establish their own more restrictive policy for their units and the spaces that they manage.

Note that RSOs have a separate policy. Their event exceptions are approved by the Vice Chancellor for Student Affairs. See the Wisconsin Involvement Network for a directory of current RSOs.

II. VIRTUAL EVENTS
1. Whenever possible, it is recommended that on-line/virtual event formats are utilized to minimize traffic and density.

2. It is highly recommended that, where technology permits, all events are designed to allow for attendees to participate virtually if they choose not to or are unable to participate in person.

III. EVENT SIZE

1. Indoor event size is limited to the maximum allowable to ensure that at least six (6) feet of physical distancing can be maintained by all those attending (vaccinated and unvaccinated) who are not members of the same household/living unit. In addition, individuals who are not vaccinated should wear face coverings, except when eating or drinking.

2. Outdoor events are not limited, although individuals who are not vaccinated should maintain six (6) feet physical distancing at all times. Organizations are encouraged to examine hosting events outdoors, when possible, to facilitate physical distancing. Face coverings are not required for fully vaccinated individuals. Individuals who are not vaccinated should wear face coverings if physical distancing cannot be maintained.

IV. HEALTH AND SAFETY PROTOCOLS AT EVENTS

1. Event hosts are responsible for assessing the health risks of the activity and making appropriate modifications.

2. Event host(s) will:
   
   A. Follow campus policy and CDC guidelines.
   
   B. Provide face coverings for individuals who are not vaccinated as well hand sanitizer and cleaning supplies at each event.
   
   C. Develop, either directly or in accordance with venue guidelines, a plan for the flow of traffic to and from the event space.
   
   D. Register attendees and take attendance through an electronic or manual system, unless the event is an internal meeting for which registration is not required.

   i. The event host must collect the following information from all attendees and maintain these records for at least four weeks: name, e-mail, primary phone number, and current address.

   ii. The university has not adopted a specific platform but there are several available options for registration and attendance tracking. Contact an events or conference scheduling unit within your school/college/division/department for assistance.
E. Communicate with potential attendees: the event safety measures; expectations of health-related behaviors; and the reporting mechanism for non-compliance by those event hosts or those attending.

3. Event hosts have the option of limiting attendance to those with a Badger Badge that indicates a green “Building Access Granted” status. At least one week’s notice must be given before any event can require a green Badger Badge for access and a Badger Badge Form must be completed. Visitors and guests, who are unable to use the Safer Badgers app, will not have access to these events.

V. FOOD AND REFRESHMENTS AT EVENTS

Food and drinks are allowed at events in accordance with UW-3049 Campus Catering Policy.

VI. MONITORING, ENFORCEMENT, ACCOUNTABILITY

1. The event host is responsible for monitoring and enforcement of this policy as it pertains to their event or meeting.

2. Units that manage reservable space are responsible for monitoring and enforcement of this policy. The unit’s event manager may cancel or prevent an event from continuing if the policy is not followed.

3. Any employee who fails to abide by these guidelines may be directed to leave the event and may be subject to additional follow-up measures by the supervisor or appropriate campus administrator. Non-compliance by a student or RSO should be reported via this specialized form.

VII. ADDITIONAL BEST PRACTICES AND RESOURCES FOR EVENT PLANNING DURING COVID-19

1. Adjust in-person event timeframes to allow additional pre-function time for safe queuing practices, crowd management, attendee check-ins, and safety announcements.

2. When contemplating or planning service learning and community service events, consider the type of activity participants will engage in and the potential health impact on those attending.

3. Instructional/academic use of campus event space is a priority. Event space will likely be in high demand; therefore, planning ahead will be paramount to unit event success.

Related UW-Madison Policies

UW-3049 Campus Catering Policy

Related UW-Madison Documents

COVID-19 Response website

Cleaning/Disinfection to Prevent the Spread of COVID-19
Face Coverings Guidance
Sample Seating/Room Layouts
Virtual Event Platforms
Campus Public Health Protocols

Policy Administration

Approval Authority
Vice Chancellor for Student Affairs

Policy Contact
Chief of Staff to the Vice Chancellor for Student Affairs -- Argyle Wade, vcsa@studentaffairs.wisc.edu

Policy History

Effective Date
3/8/2021

Revised Dates
11-19-2020, 5-10-2021