

# UChicago In-Person Programming and Event Request

**NOTE:**

This request form does not apply to resumption of **research**, **curricular**, or **Unit** return to work implementation plans.

Separate processes for planning the resumption of research and education activities are described at <https://goforward.uchicago.edu>

In-person meetings, events, and convening on campus are strongly discouraged and should be proposed only where essential.

In assessing proposals, the University will evaluate a wide range of considerations, including the relationship of the proposed convening to the University’s core research and educational missions, risk factors, and risk mitigation measures.

This Request Form provides a template for organizing a proposal and receiving feedback on your proposal in advance of investing significant resources to build out a detailed implementation proposal for a program, event, or convening.

## SECTION A PROGRAM ELEMENTS

**SECTION A** outlines critical programmatic elements of an implementation plan for in-person programming.

## SECTION B PEOPLE ELEMENTS

**SECTION B** describes the impact on the University community as well as details regarding participants and visitors on campus.

### TABLE OF CONTENTS

<b>Request overview</b> ..... 2	<b>Section B: People elements – Student involvement</b> . . . 7
<b>Section A: Program elements</b> ..... 3-4	<b>Section B: People elements – PPE, cleaning supplies</b> .. 8
<b>Section B: People elements – Employees</b> ..... 5	<b>Process</b> ..... 9
<b>Section B: People elements – Visitors</b> ..... 6	<b>Submit this form.</b> ..... 10

**REQUEST OVERVIEW**

REQUESTOR	CNETID	TITLE
OFFICE/DEPARTMENT/OTHER UNIT	EMAIL	
DEAN OR OFFICER WHO AUTHORIZED YOU TO MAKE THIS REQUEST	DATE(S)/TIME(S) OF PROGRAM OR EVENT	

**1. SHORT TITLE OF YOUR REQUEST**

**2. PROVIDE A DETAILED DESCRIPTION OF THE PROGRAM, EVENT, OR CONVENING YOU PROPOSE**

Include number of participants and attendees, agenda and program, and details of managing the convening.

**3. DESCRIBE WHY IN-PERSON PROGRAMMING IS ESSENTIAL AND IF ASPECTS WILL BE DELIVERED REMOTELY OR AS A HYBRID WITH ON-CAMPUS ACTIVITY**

**LEADERSHIP, SPACES, COMMUNICATION, AND MONITORING**

**1. LEADERSHIP STRUCTURE AND RISK ASSESSMENT**

- Who from your unit has been assigned as COVID-19 Lead(s) to manage this activity? Have there been any other structures developed for overseeing personnel engaged in the activity?
- What risks have you identified (health, cost, reputation) and tactics considered to mitigate risk?

**2. VENUES AND CONVENING SPACES**

- Describe overall how you are preparing spaces to allow for appropriate social distancing and other safety measures (e.g. marking safe distances, shifting hours, setting room-specific instructions, etc.) Note that a variety of University-provided signage templates are available.
- Note eating and drinking as a component of a convening elevate health risks and are discouraged.

If your request involves use of the **University of Chicago's Global Centers** in Beijing, Delhi, or Paris, the Yuen Campus in Hong Kong, or the Booth Campus in London, please check this box and complete the additional request form linked here: <https://bit.ly/uchicaglobalcenters>

### **3. COMMUNICATIONS**

- How do you plan to communicate with program/event participants in advance and at the event?
- How do you plan to communicate with program/event stakeholders, unit leaders, and staff throughout the planning process and in the event of a last-minute change of plans?

### **4. MONITORING, ENFORCEMENT, PIVOTING** (Ramping down)

Deans and Officers are responsible and accountable for monitoring and enforcement within their units. Certain metrics will be reported centrally for tracking and will be subject to internal audit review.

- How will you be responsible and accountable for monitoring and enforcing compliance with safety protocols and requirements, including measuring success and addressing issues as they arise?
- Describe your plan to pivot if conditions require a ramp down (change to virtual, cancel, etc.). What metrics will be used to decide to ramp down the activity, and how will you execute the pivot?



The information in this section is required if your unit anticipates needing visitors. Note that no uninvited visitors are allowed in campus facilities and on campus grounds, and visitors must follow the same policies as the members of the University community.

**INFORMATION FOR ANITICIPATED VISITORS**

**1. DOES THIS ACTIVITY INCLUDE VISITORS TO CAMPUS?**  YES  NO

IF YES: DESCRIBE THE NUMBER OF VISITORS, ANTICIPATED DENSITY IN SINGLE SPACES, AND DURATION OF THEIR VISIT.  
LIST NAMES AND AFFILIATIONS IF KNOWN AT THIS TIME.

**2. WHY ARE VISITORS ESSENTIAL TO THIS ACTIVITY?**

**3. DESCRIBE PROTOCOLS RELATED TO VISITORS**

METHOD FOR REGISTRATION, SECURING VISITOR HEALTH ATTESTATION, CHECK-IN, ENFORCEMENT OF FACE COVERINGS AND SOCIAL DISTANCING WHILE THEY ARE ON CAMPUS, AND OTHER STEPS TO PROMOTE SAFETY OF THE VISITOR AND UNIVERSITY COMMUNITY.

**INFORMATION FOR STUDENT INVOLVEMENT**

**1. DOES THIS ACTIVITY INVOLVE STUDENTS ON CAMPUS?**  YES  NO

IF YES: DESCRIBE THE NUMBER OF STUDENTS INVOLVED, STUDENT ROLES, FUNCTIONS, OR TYPE OF PARTICIPATION.

Light blue text input area for describing student involvement.

LIST DETAILS OF THE SPONSORING UNIT'S PLANS FOR MANAGEMENT OF STUDENT ENGAGEMENT AND ANY PROTOCOLS SPECIFIC TO STUDENTS.

Light blue text input area for listing management plans and protocols.

**PERSONAL PROTECTION AND CLEANING SUPPLIES INFORMATION**

Facility cleaning crews will have supplies and perform appropriate rounding of facilities. For surfaces in shared office and event spaces, you may want additional supplies to be available.

To support individual unit needs for COVID-related materials, bulk quantities of a few supply-constrained items are procured and stored centrally and available for individual unit purchase through BuySite. This includes disposable procedural-style masks, disinfectant cleaning supplies, and individual hand sanitizer products (see below for information on office hand sanitizer stations).

We can also advise/consult with units as needed on additional unit-specific, COVID-related PPE and cleaning supply items outside of the above-mentioned materials.

**INFORMATION FOR PPE AND CLEANING SUPPLIES**

DESCRIBE REQUIREMENTS AND PROTOCOLS FOR THE USE OF PPE AND CLEANING FOR THE PROGRAM OR EVENT.

[Empty light blue box for describing requirements and protocols for the use of PPE and cleaning for the program or event.]

DESCRIBE ANY SUPPLIES OR SERVICES YOUR UNIT MAY REQUEST OR REQUIRE FROM THE UNIVERSITY IN CONJUNCTION WITH THIS ACTIVITY. THESE MAY INCLUDE PPE AND HAND SANITATION SUPPLIES, SUCH AS MASKS, HAND SANITIZER, HAND SANITIZER STATIONS, AND/OR CLEANING SERVICES BEYOND STANDARD PROVISIONS.

[Empty light blue box for describing any supplies or services your unit may request or require from the university in conjunction with this activity.]

PROCESS

Process for Considering and Requesting In-Person Programming, Events, and Convenings on Campus under COVID-19

**1 Requesting Unit does internal exercise to determine need, feasibility, and priority for conducting an in-person convening on campus**

- |                                                                                                          |                                                                                                                                                                                                  |                                                                                                                                                                                  |                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Gain dean/officer buy-in</b> for making a request</li> </ul> | <ul style="list-style-type: none"> <li>• Consider the <b>comfort level of staff</b> who will be tasked with the activity, especially if it requires in-person interaction with others</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Weigh the risks</b> of in-person activity (health, cost, reputation) versus the potential benefits of convening virtually</li> </ul> | <ul style="list-style-type: none"> <li>• Refer to current City of Chicago and State of IL <b>guidance on events and gatherings</b></li> </ul> |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

**2 Requestor completes this Request Form and submits to the Office of the Executive Vice President (OEVP)**

It is recommended to **submit a minimum of three (3) weeks prior** to the date that the Unit would expect to mobilize/announce/promote the convening. A minimum of three (3) weeks is required for the review and approval process.

Units should provide enough information on the Request Form to **demonstrate preparedness for managing program, people, venue, risks**, and contingencies so that University Leadership can make an informed judgement about the fit of this program within campus constraints. Complex or higher risk requests may require a more detailed plan to be developed as a condition of further consideration and approval of the proposed convening.

**3 The OEVP circulates the Request Form to stakeholders, such as the Offices of Risk, Legal Counsel, Department of Safety & Security, Facilities Services, UCM Epidemiology, and relevant Working Groups for initial input and shares feedback with the Requestor**

**4 Requestor may use feedback to amend the Request Form and resubmit**

**5 EVP Office circulates the Request Form to University Leadership for consideration and shares a decision or request for more information with the Requestor**

**6 If the convening concept is approved by University Leadership, the Requestor may be required to undertake some or all of these steps:**

- |                                                                                                                           |                                                                                                                                         |                                                                                                                                     |                                                                                                                                                |                                                                                                                                                                                                                                                                                                     |                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Create a <b>detailed operational plan</b> for executing the convening</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Secure PPE</b> and cleaning resources that may be required by the specific event</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Secure signed attestations</b> from employees, vendors, visitors, and others</li> </ul> | <ul style="list-style-type: none"> <li>• Require participating employees to <b>complete online training</b> (through UChicago EHSA)</li> </ul> | <ul style="list-style-type: none"> <li>• Submit confirmation that <b>checklists have been completed</b> in advance of the convening. It should be noted that the Requestor remains accountable for all planning and preparation, including receipt of attestations and employee training</li> </ul> | <ul style="list-style-type: none"> <li>• Report any <b>incidents</b> through UCAIR</li> </ul> |
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**SUBMIT THIS FORM**

Completed forms should be forwarded to **Tracy McCabe**, Associate Vice President,  
at [tracymccabe@uchicago.edu](mailto:tracymccabe@uchicago.edu)

Plans are reviewed by a committee appointed to assess compliance with established guidelines to promote the health and safety of University students and our community. Feedback on plans will be shared with the submitter as soon as possible, and we recommend allowing a lead time of several to many weeks for the review, approval, and guidance associated with any request.



**FOR INTERNAL USE**

DATE ORIGINAL REQUEST RECEIVED
<input type="text"/>

REVIEWERS	
<input type="text"/>	<input type="text"/>

NOTES
<input type="text"/>