



COVID-19 Events Protocol

The University adopted this protocol to be in full compliance with current state and local orders and consistent with existing federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to comply with changes in state and local orders, to be consistent with new federal and state guidance, or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the [DU COVID-19 website](#) for news and other important information.

University of Denver COVID-19 Events Protocol

All employees and students must follow the COVID-19 requirements set forth below intended to contain the spread of the virus.

The University has implemented a [phased approach](#) to returning employees and students to campus and resuming activities on campus in accordance with state and local orders, Colorado Department of Public Health (CDPHE) and Centers for Disease Control (CDC) guidance, and University policy and protocols.

Please refer to the [DU COVID-19 website](#) for all updates on current policies.

The University of Denver is restricting in-person events and meetings to mitigate the potential for spread of COVID-19 on campus. We are providing requirements and resources to engage and build community and a sense of belonging while still minimizing the spread of the virus.

Due to the limited amount of on-campus space and the prioritization of available space for student learning, events will be handled pursuant to the following procedures unless state or local ordinances require us to further limit attendance. [the li 10.00000912 0 612 792 reeF9\(o\)-ttendance-\(s\)\]Tφ,g8](#)

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Advancement must use Cvent software, which provides for contactless registration and has On Arrival functionality to allow for contactless check in with a timestamp for guest arrival. Academic units should use iModules to track event registration and create a list of registrants to manually note attendee check in and departure times.

E. Communication to Employees, Vendors and Participants

All event invitations and confirmation must:

1. contain language that states that all participants are required to follow the University of Denver COVID-19 protocols while on campus, including filling out daily symptom monitoring for 87# holders or the visitor symptom survey prior to arrival;
2. provide the link for the survey in the confirmation; Bs,

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C. Space Capacities

All indoor venues must have a capacity of twice the number of anticipated attendees at the event and allow for six-foot social distancing. Consistent with guidance from the Colorado Department of Public Health & Environment (CDPHE), larger events should implement

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throughs and unannounced visits to the events will occur to monitor compliance with COVID-19 protocols.

A. Space Requests/Scheduling

25Live reflects the revised capacities for on-campus event locations. The Events Advisory Group will not approve any event that exceeds the revised venue capacity allowing for social distancing. As illustrated in the screenshot below, when entering an event request into 25Live, the event form seeks responses to address fundamental protocol information that will be routed to the division head, the Events Advisory Group, and finally the COVID Response Coordinator for approval.

B. Audio Visual

Participants must not share handheld or lapel microphones. All speakers must wear a face covering while speaking regardless of how far they are from the audience.

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D. Restrooms

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