



WAKE FOREST UNIVERSITY

Off-Campus Event Health and Safety Plan

Event Description:

_____ would like to host an off-campus event on _____ (date) at _____ (time). The event will be located at _____ (venue) in _____, North Carolina. This location is _____ miles from Wake Forest University. _____ (#) organization members will be present.

Type of Event (select one):

- Athletic
- Educational
- Formal
- Social
- Performance
- Leadership
- Civic Engagement
- Community Service
- Organizational
- Other, please describe: _____

Transportation Plan (fill out the Transportation Checklist attached to this document):

- Student Provided Transportation
- University Provided Transportation
- Combination, please describe: _____

Event Description:

Please provide a narrative of the event, including implementation plans for all that apply: a) physical distancing, b) mask wearing, c) limiting managing event numbers d) sanitation and e) food distribution.

Please explain how the event/initiative is within the mission of the club/organization:

Please explain why the club/organization would not be active without the inclusion of this event/initiative:

Attendance Protocols:

Only organization members may participate in any approved off-campus event. The event must be registered on the Link. All participants must RSVP on the Link or via the Corq App. Event hosts will take attendance via the Campus Labs Event Check-in App.

Cleaning and Disinfecting Protocols:

All high touch surfaces will be disinfected with disinfecting wipes before, during and after the event.

Attendee Expectations:

Club/organization members are encouraged to wash their hands frequently. Hand sanitizer must be provided by the club/organization for use throughout the event. The use of non-contact greetings and interactions among participants will be emphasized. All attendees, participants and/or volunteers must always comply with the University's Face Covering Policy and physical distancing protocols throughout the event. If food is provided to attendees, it must be given in a one-touch distribution method.

University Covid-19 Policies:

Off-campus events must follow Wake Forest University Covid-19 protocols under policy 2.H.09 (Health and Safety for Student Activities) including, but not limited to: a) use of mask wearing, b) adherence to physical distancing protocols and c) limiting numbers to fifty members outdoors and/or twenty-five members indoors d) sanitation guidelines and e) food guidelines. If more than fifty members are present for outdoor events or twenty-five members are present for indoor events, groups may not go over that event capacity.

Club/Organization Members must follow all aspects of:

Policy 2.H.09 Health and Safety Measures for Student Activities

Recognized Student Organization Transportation Safety Policy



Recognized Student Organization Transportation Checklist

Basic Information:

Name of organization _____

Name of driver(s): _____

Student identification number of driver(s): _____

Note: If multiple drivers are being utilized, please include a steps for disinfecting the vehicle between driving shifts in the description below.

Position within the organization: _____

Date and time of event: _____

Mode of transportation (car, university van, etc): _____

Are you driving alone? Yes/No _____

If "No", please add names and student identification numbers of passengers on the second page.

Note: If the vehicle is being used to transport multiple groups or organization members, a form must be completed and attached for each group being transported.

Please review the Student Organization Transportation Policy and check off that you have read, understand, and will comply:

All operators and occupants should wash hands for at least 30 seconds with soap and water or use alcohol based hand sanitizer before entering and after exiting vehicles.

All operators and occupants must comply with the University Face Covering Policy while traveling

All vehicles will be used at no more than 50% normal capacity (i.e., maximum of 6 people in a van, 2 people in a car).

Vehicles will have windows open, weather permitting. If in use, vehicle heating/air conditioning is to be set on non-recirculating mode

No eating or drinking will occur in vehicles unless traveling alone

Travel is restricted to a maximum of 60 miles from campus

Immediately following the activity, the organization will submit a roster of all participants to the department under whose auspices the group falls.

The operator of the vehicle is responsible for cleaning and disinfecting the vehicle or as designated by the operating department prior to and after the vehicle is used.

Cleaning and disinfecting products should be EPA-approved products reviewed and approved by EHS and may be provided via EHS/Fleet Management/F&CS Warehouse

The transportation checklist and off-campus event plan has been submitted and approved by the Event Safety Committee.

Please briefly explain the disinfecting plan for your vehicle:

Student Names and Identification Numbers: