

UChicago In-Person Programming and Event Request

NOTE:

**When filling out this form, please only use Adobe Acrobat.
Mac OS Preview or other PDF readers may not fully support this form.**

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.

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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, staggered timing, 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 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?

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

The information in this section is required if your unit anticipates including any visitors to campus in the program. Note that visitors must be invited, registered, attested, and monitored by the unit's program administrators before being admitted in campus facilities and on campus grounds, and visitors must follow the same policies as the members of the University community.

INFORMATION FOR ANTICIPATED 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?

YES

NO

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

Large light blue text area for describing student involvement.

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

Large light blue text area for listing management plans and protocols.

ADULT AND MINOR STATUS OF PARTICIPANTS

AGE OF PROGRAM PARTICIPANTS Are participants in the proposed program age 18 or over?

YES
All participants will be adults 18 or older.

NO
Participants will be a mix of minors under 18 with adults 18 and older

NO
All participants are minors under age 18

If you responded “No” to any question above, please note these additional questions and requirements for programs serving minors.

WHAT IS THE AGE RANGE OF THE MINORS PARTICIPATING IN THE PROGRAM?

AFFILIATIONS OF MINOR PARTICIPANTS (check all that apply)

Lab School students Non-affiliates

Charter School students Combination of these categories

WILL MINORS BE ACCOMPANIED BY THEIR PARENT OR GUARDIAN DURING THE PROGRAM OR EVENT? **YES** **NO**

PLEASE PROVIDE DETAILS REGARDING DROP-OFF/PICK-UP PROCEDURES AND ANY OTHER ADDITIONAL MITIGATION MEASURES OR PLANNING IN PLACE TO ACCOMMODATE MINORS.

WHAT ADDITIONAL COVID GUIDELINES AT THE LOCAL, STATE OR NATIONAL LEVEL FOR WORKING WITH MINORS APPLY TO YOUR PROPOSED PROGRAM, AND HOW HAVE YOU INCORPORATED THEM INTO YOUR PLANS?

GUIDELINES FOR PROGRAMS INVOLVING MINORS

1. All staff who will directly supervise participants under the age of 18 must complete the University’s **“Protecting Youth” online training** and undergo a **background check**.
2. COVID-19 attestation:
 - a. All parents/guardians of minors participating in an on-campus program must complete the **COVID Visitor Parent Guardian Minor Attestation** form and submit the completed form to program administrators. Adult visitors should submit the adult **Visitor Attestation**.
 - b. It is the responsibility of the program administrators to assure attestations are completed by all participants and to maintain document records.
3. Structured academic programs must organize students and staff into “pods”, a consistent group that will stay together for the length of the program to minimize individual contacts. Classroom groups should be capped at 15 people (students plus staff). Campus tours should plan for groups of 10.
4. To support contact tracing, program administrators (for programs more than one week in length) are responsible for providing information to participants about the **University’s COVID Exposure Protocols** and reporting requirements through **C19HealthReport@uchicago.edu**.
5. Building Access: Many campus buildings will continue to require a campus ID card for access. If your participants do not receive campus ID cards but need regular access to the program location, contact **Tracy McCabe** and **Courtney Davis Curtis** to discuss an access plan.
6. All programs must demonstrate adherence to University COVID policies regarding masking, social distancing, etc. Programs serving minors may be subject to additional guidelines at the state or national level (such as **Restore Illinois Day Camps** Guidelines, **IL Department of Public Health, CDC guidelines for schools**, etc.) and program administrators should be prepared to demonstrate adherence to such guidelines.

LAB-BASED PROGRAMMING

IS THIS A LAB-BASED RESEARCH OR ACADEMIC PROGRAM?

(that will utilize Physical Science, Biological Science, Molecular Engineering, or Medical School labs)?

YES

NO

GUIDELINES FOR LAB-BASED PROGRAMS

1. No minors will be allowed to participate in laboratory research this summer.
2. Residential programs will not be permitted in campus residence halls.
3. The PI must identify who will serve as the undergraduate's direct student supervisor and document the supervisor's agreement to supervise the student.
4. The organizing unit will be required to provide dedicated COVID Leads and/or monitors to observe daily compliance with COVID protocols during the program, separate from instructors.

The other research requirements and guidelines are unchanged and, as a reminder, include:

5. Adherence to the universal masking, 6-foot social distancing requirement, hand hygiene and other COVID-19 related public health practices within the laboratory.
6. The undergraduate's completion of (i) the [COVID-19 safety training and attestation](#) and (ii) COVID-19 safety training for lab-based researchers (cvd-01W) along with a post-training quiz score of at least 70%.
7. Completion of relevant lab safety training (e.g., biosafety, chemical hygiene, laser or radiation safety training, general lab safety) which can be found at [ORS training](#).

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

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

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

<p>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.</p>	<p>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.</p>
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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:

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|---|---|---|--|---|---|
| <ul style="list-style-type: none"> • Create a detailed operational plan for executing the convening | <ul style="list-style-type: none"> • Secure PPE and cleaning resources that may be required by the specific event | <ul style="list-style-type: none"> • Secure signed attestations from employees, vendors, visitors, and others | <ul style="list-style-type: none"> • Require participating employees to complete online training (through UChicago EHSA) | <ul style="list-style-type: none"> • Submit confirmation that checklists have been completed 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 | <ul style="list-style-type: none"> • Report any incidents through UCAIR |
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SUBMIT THIS FORM

Completed forms should be forwarded to **Tracy McCabe**, Associate Vice President,
at 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

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