

UMKC Event Policy: Roos Re-Imagine

July 2020

The COVID-19 outbreak has presented unprecedented challenges for The University of Missouri-Kansas City, as well as for all of higher education. We are committed to maintaining a safe and healthy environment for our UMKC community, visitors and constituents. We recognize that the threat from COVID-19 is not over and continues to affect our community in multiple ways, including how, when, and where we are able to host events.

The University has created this document to provide a framework for re-imagining our 2020 fall events both on and off campus. It will assist event organizers in determining which events should be hosted either in person, virtually or in a hybrid model (both in person & virtual elements). The goal is to assist the University in balancing the value of events with the need to mitigate the potential for transmission of COVID-19.

Campus and community event organizers should understand the current city, state, and federal laws. Regularly reviewing the [guidance of the Centers for Disease Control and Prevention](#) and [city of Kansas City, MO](#) is strongly advised. We also understand that we may need to adjust these strategies based upon our regional disease patterns; therefore, the approaches included in this plan are temporary and may be modified as new information is available and/or be replaced with better ideas as they are identified and verified by the healthcare community.

We appreciate your patience as we work together to keep our university functioning during unprecedented circumstances.

Policy Scope: This policy applies to all indoor and outdoor Events held on University Property as well as University-sponsored events held off University Property, and supplements any venue specific policies.

An Event is a planned gathering of 10 or more people. For purposes of this policy, an Event does not include regularly-scheduled class sessions; Kansas City Athletics practices and sporting events; or gatherings held by telephone, video conference or other “remote” or “virtual” platform.

University Property includes any University-owned, operated, leased or maintained property, including all of the buildings and grounds of the UMKC campus or any building or ground otherwise within the direction and control of UMKC.

This policy is in addition to any other policy that may apply to an Event, including but not limited to UMKC’s Major Events policy.

Event Expectations: Event requests must include a plan for incorporating the following precautionary measures. Events may be required to incorporate additional precautionary measures based on the Event venue, anticipated number of attendees, nature of the event, or other health and safety-related factors.

UMKC Event Policy: Roos Re-Imagine

July 2020

- Events should comply with applicable federal, state, or local public health orders related to COVID-19;
- Participants should be able to maintain six-foot social distancing during the Event, including during registration, while participants are moving about the venue, and while entering and exiting the venue;
- Participants should be expected to wear a cloth mask or other face covering if they will be unable maintain six-foot social distancing, or if otherwise required by federal, state, or local public health orders;
- Participants should be reminded to maintain six-foot social distancing, wear cloth masks or other face coverings (if applicable), and observe other healthy habits during the event, including washing their hands with soap and water for at least 20 seconds, or if soap and water are not readily available, using a hand sanitizer that contains at least 60 percent alcohol;

Food service during an event must be provided by an approved, fully licensed caterer. No self-serve food or drink options will be allowed.

How to Request An Event:

Supervisors or department chairs should work with their Deans and unit leaders to complete the [Roos Re-imagine Request](#). Please see our [Best Practices](#) document for more information on planning your event.

Event Approval: Event requests will be reviewed and approved by the **Roos Re-imagine Review Committee** and may be subject to additional review and approval by the Chancellor, Provost, or their designees. Event requests may be limited or modified by UMKC based on health or safety-related factors, and UMKC may deny Event requests that do not incorporate the precautionary measures listed above or additional precautionary measures that may be required for health or safety reasons. UMKC may terminate an Event based on a material threat to health or safety, including Event organizers' or participants' failure to observe required precautionary measures.

Any and all changes or additions to requests must be shared/communicated with the **Roos Re-imagine Review Committee** as early as possible to allow the review committee time to scale and plan accordingly.

Event organizers may contact the **Roos Re-imagine Review Committee** for assistance identifying strategies and resources for incorporating precautionary measures into their Event plans.

UMKC Event Policy: Roos Re-Imagine **July 2020**

Useful Links:

CDC Mass Gatherings Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

KCMO Guidelines:

<https://www.kcmo.gov/city-hall/departments/health/coronavirus>

Best Practices Document:

<https://www.umkc.edu/coronavirus/docs/umkc-roos-reimagine-event-best-practices-7-2020.pdf>

Roos Re-imagine Event Request

https://umkc.co1.qualtrics.com/jfe/form/SV_4SmG56Ue4ogzw2h