



UofL Department Event Guidelines (Effective 8.9.2021)

As members of our Cardinal Community of Care, we have the responsibility to prevent the spread of COVID-19. UofL has taken action to decrease the spread of the virus, including developing guidelines for in-person events.

If a unit or department plans to hold an in-person event, that event must meet all CDC, state, Louisville Metro and UofL requirements currently in effect to prevent the spread of COVID-19.

- <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/>
The CDC does not have any requirements at this time. We are bound by state and city requirements. The CDC offers guidance only. UofL will meet the requirements.
- <https://governor.ky.gov/covid19>

The current requirements include the following:

- Event Location:
 - If the event is in the community, the unit should work with the venue management to determine appropriate guidelines for compliance.
 - If an event is on campus, the person planning must coordinate compliance requirements with the facility manager of the building.
 - If the location is outside on Belknap Campus, the unit must complete a reservation request for use of the grounds.
 - Use of Belknap Grounds policy:
<http://louisville.edu/sac/resources/building-policies/#grounds>.
 - Go to SAC Reservations to make a request for use of outdoor campus spaces <http://louisville.edu/sac/reserve-now>.
 - If the location is outside on Shelby Campus, email Lorraine Houghton at lorraine.houghton@louisville.edu.
- Event Size:
 - Departments can host events but cannot exceed the capacity of the event space.
 - Capacities will be determined by the facility management team, and the organizations will be responsible for abiding by those rules.
- Masking:
 - Starting August 9, all university members are required to wear masks in public, indoor spaces, regardless of vaccination status. Public, indoor spaces are defined as any space inside a campus building that is not considered a private room or private office. Indoor classrooms, academic labs, common areas, libraries,

hallways, elevators and restrooms are all considered public spaces that are subject to the mask requirements.

- Vaccines:
 - We encourage all Cardinals to get vaccinated. If you have questions about the vaccine, visit the [CDC's website](#) or review our [Vaccine FAQs](#) for answers to frequent questions.
- Providing hand sanitizer is strongly recommended.
- Food:
 - If the event organizer is providing food, it must comply with the off-campus restaurant/venue guidelines or with the on-campus food service requirements for on-campus events. It should be distributed by an experienced food service provider wearing a mask and gloves. Self-serve buffets are highly discouraged. Food should be boxed or served to attendees to avoid utensils being reused by attendees. Additionally, beverages should either be served by the food service provider or dispensed in a fashion to ensure minimal handling by attendees. The preference is to have it served by the food service staff. Ample hand sanitizer should be provided at or near the food station. Finally, the event organizer should help ensure attendees do not form dense lines near the food and that the space where food is being served is positioned far away from where people will be eating and drinking.