**WWU IMS GATHERING SAFETY PLAN**

**Overview***:* While WWU is operating at Levels 3 and 4 of the Safe Start Western Plan, a completed Gathering Safety Plan is required for most functional/sanctioned gatherings (both on-campus and off-campus) which are *not* covered by an approved department re-opening plan – including *all work groups, meetings, events, and activities with more than five individuals in Level 3, or more than ten individuals in Level 4*. Please note that for any such gathering, it is required to:

* **Identify a Gathering Coordinator** (see #2 below) to serve as a primary contact and to provide monitoring during the gathering (to ensure safety measures are maintained)
* **Provide a completed copy of this plan to the supervisor of the Gathering Coordinator** for review and approval (using this template, saved in .docx format)
* **Supervisors**: It is your responsibility to ensure each Gathering Safety Plan meets current limitations and requirements as described on the [Gatherings Guidance](https://www.wwu.edu/safe-start/gathering-guidance) website, as well as to save all Gathering Safety Plans for your department/functional area for documentation. (IMS reserves the right to request/review the Gathering Safety Plan for any approved gathering at any time.)
1. **Which department is coordinating this gathering?**

Click or tap here to enter text.

1. **Please enter the name and W# of the person serving as the designated Gathering Coordinator:**

Click or tap here to enter text.

1. **Gathering Coordinator: have you reviewed the** [**Safe Start Western**](http://wwu.edu/safe-start) **and** [**Gatherings Guidance**](https://www.wwu.edu/safe-start/gathering-guidance) **websites?**

[ ] Yes [ ] No

1. **Please identify the planned date and time for this gathering:**

Click or tap here to enter text.

1. **Please identify the building and room (or outdoor space) planned to be used for this gathering:**

Click or tap here to enter text.

1. **What is the maximum occupancy of this space?** \**Note*: This information can be requested through [ReADY](https://ready.eas.wwu.edu/) by selecting “COVID Room Planning and Setup”

Click or tap here to enter text.

1. **Please identify how many people are planned to attend this gathering**:

Click or tap here to enter text.

1. Gathering attendance is limited to a defined % of maximum occupancy, based on the current [Safe Start Western](http://wwu.edu/safe-start) Operating Level. **Is the number of people planned to attend this gathering within the limit of the space, based on the current Operating Level?**

[ ] Yes [ ] No

1. Gathering size is also limited by the ability to implement social distancing within a given space, which is required for all gatherings. **What is your plan to implement social distancing (minimum of 6 feet) in this gathering space?**

Click or tap here to enter text.

1. Buildings will remain locked at this time. Please do not ask UPD for gaining access to spaces, and do not prop open any doors. (POL-U57 10.01). **Will any of your staff need keys and/or fobs? If so, please identify those staff below, and submit a separate ReADY request.** \**Note: No credentials will be provided in conflict with current policy*.

Click or tap here to enter text.

1. Symptom attestation is required for all individuals coming to campus. Prior to the start of any gathering, supervisors should verify attestations for any direct employees scheduled to attend. **What is your plan for verifying symptom attestation for others who may attend this gathering (i.e. students, visitors)**?

Click or tap here to enter text.

1. It is required for all individuals to wear a face covering that covers both their nose and mouth when in any shared indoor or outdoor space on campus. **Please describe your plan for providing and wearing face coverings during your gathering**. \**Resource*: [Facial Covering Guidance](https://coronavirus.wa.gov/information-for/you-and-your-family/face-masks-or-cloth-face-covering)

Click or tap here to enter text.

1. It is required to provide hand sanitizer for use of participants attending any gathering. **How will you ensure participants have access to hand sanitizer**?

Click or tap here to enter text.

1. All spaces must be cleaned after use, prior to being utilized by any other individuals. The Gathering Coordinator must submit an appropriate request for necessary services, as is often coordinated by Conference Services. **Will you submit a request for necessary cleaning services?** \**Note: Use of the Viking Union or Wade King Recreation Center does not require a ReADY custodial request.*

[ ] Yes [ ] No

*Questions? Contact* *Covid19Planning@wwu.edu*

**Thank you for prioritizing the health and safety of our staff, students, and community!**