



Internal Events Held on the UAFS Campus

Participation in face-to-face events is an integral component of the Lion on-campus experience. The University of Arkansas - Fort Smith proudly hosts professional development opportunities, lectures, concerts, performances, sporting events, and conferences on campus and in our facilities that serve to improve community engagement and quality of life in our region, and allow our students, faculty and staff the chance to network and socialize.

When deciding the best modality for hosting an event during the COVID-19 pandemic, the following should be considered:

Compliance with current guidance from the CDC, the Arkansas Department of Health, and the University of Arkansas Board of Trustees

- [COVID-19 related directives from the Arkansas Department of Health](#), available [here](#).
- Directives related to [Phase 2 use of large indoor venues](#)
 - Event plan submission to the Arkansas Department of Health is not required for university events
- Directives related to [Phase 2 use of large outdoor venues](#)

Inclusive access to campus events

- Virtual experiences should be offered in addition to the in-person event whenever possible to ensure those who cannot safely attend in-person events can still participate
- Event hosts will be responsible for coordinating tech support, equipment, and virtual platform accounts for virtual experiences

Event layout and seating configuration adherence to physical distancing guidelines

- Seating, line queuing, restroom usage, and attendee circulation should be planned to accommodate appropriate physical distancing
- Room availability and seating capacities on campus will be limited
- Online Registration and digital ticketing processes including ticketing, ticket scanning, F&B transactions, conference materials, and programs should be utilized when possible

Event operation adherence to safety mandates and guidance

- All event communications should inform participants of risks and expectations.
 - Invitations, tickets, announcements, handouts, signage, and programs



- Use of face coverings will be mandatory for all attendees and hosts with the exception of distanced speakers and performers and during consumption of meals, per the directive from Arkansas Governor Asa Hutchinson:
https://www.healthy.arkansas.gov/images/uploads/pdf/face_covering_directive.pdf
 - Consider having additional disposable masks on hand for attendees
- Provide plans and procedures for attendee safety, security, and compliance screening
 - Hand sanitizer must be provided at all events
 - Personal hygiene facilities must be available for handwashing
 - An event log with contact information for potential contact tracing for attendees, staff, contractors, presenters/performers/athletes, and volunteers must be maintained by the event host
 - Following the event, this must be emailed to scheduling@uafs.edu.
 - Hosts may consider using NUMALink to collect this information
- UAFS students and employees must self-monitor and self-screen for COVID-19
- Hosts must screen all outside guests upon check-in, including COVID-19 symptom checklists and temperature checks in accordance with CDC guidelines
- Entry and dismissal procedures should maximize physical distancing by employing timed or zoned entry/exit and optimizing the use of doors most proximate to seat location

Food service, snacks and catering adherence to safety mandates and guidance

- Food and beverage offerings and procedures should minimize contact, queuing, and eliminate shared use. Chartwells, the UAFS food service provider, will coordinate safe handling of food and beverages during events
 - *No buffets or self-service will be allowed*
- Food offerings will have to follow current restaurant directives listed on the Arkansas Department of Health website at <https://www.healthy.arkansas.gov/programs-services/topics/covid-19-health-guidances>
- Individually packaged food items and beverages are permitted

Sanitation protocols for venue surfaces and seating

- Sanitation Kits will be available to check out at the UAFS Box Office located on the 1st floor of the Smith-Pendergraft Campus Center
- All surfaces must be sanitized before and after the event
- The Campus and Community Events department and the Service Desk will clean all technical equipment at the end of each event



For events of 100 or more people

- University-sponsored events will be submitted through NUMALink and approved by Senior Staff. *(Please allow at least one week for the Senior Staff approval process)*
- To accomplish the necessary disinfection of spaces, surfaces, seating, and equipment, additional time will be required between these large-scale events

For additional information and guidance visit the [COVID-19 Response website](#) or reach out to:

- Ashley Goodson at scheduling@uafs.edu or 788-7315
- Stephanie London at Stephanie.london@uafs.edu or 788-7697 (NUMALink)
- Chartwells food and beverage service at catering@uafs.edu or 788-7384

All final plans and setup requests must be submitted to scheduling@uafs.edu at least two weeks before the event date.

Guidelines are subject to change depending on new national, state, local, or university directives.



External Events Held on the UAFS Campus

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Compliance with current guidance from the CDC, the Arkansas Department of Health, and the University of Arkansas Board of Trustees

- [COVID-19 related directives from the Arkansas Department of Health](#), available [here](#).
- Directives related to [Phase 2 use of large indoor venues](#) are available at:
 - Event plan submission to the Arkansas Department of Health is not required for university events
- Directives related to [Phase 2 use of large outdoor venues](#).

Inclusive access to campus events

- Virtual experiences should be offered in addition to the in-person event whenever possible to ensure those who cannot safely attend in-person events can still participate
- Event hosts will be responsible for coordinating tech support, equipment, and virtual platform accounts for virtual experiences

Event layout and seating configuration adherence to physical distancing guidelines

- Seating, line queuing, restroom usage, and attendee circulation should be planned to accommodate appropriate physical distancing.
- Room availability and seating capacities on campus will be limited.
- Online Registration and digital ticketing processes including ticketing, ticket scanning, F&B transactions, conference materials, and programs should be utilized when possible



Event operation adherence to safety mandates and guidance

- All event communications should inform participants of risks and expectations.
 - Invitations, tickets, announcements, handouts, signage, and programs
- Use of face coverings will be mandatory for all attendees and hosts with the exception of distanced speakers and performers and during consumption of meals, per the directive from Arkansas Governor Asa Hutchinson:
https://www.healthy.arkansas.gov/images/uploads/pdf/face_covering_directive.pdf
 - Consider having additional disposable masks on hand for attendees
- Provide plans and procedures for attendee safety, security, and compliance screening
 - Hand sanitizer must be provided at all events.
 - Personal hygiene facilities must be available for handwashing.
 - An event log with contact information for potential contact tracing for attendees, staff, contractors, presenters/performers/athletes, and volunteers must be maintained by the event host.
 - Following the event, this must be emailed to scheduling@uafs.edu.
- Hosts must screen all outside guests upon check-in, including COVID-19 symptom checklists and temperature checks in accordance with CDC guidelines.
- Entry and dismissal procedures should maximize physical distancing by employing timed or zoned entry/exit and optimizing the use of doors most proximate to seat location.

Food service, snacks and catering adherence to safety mandates and guidance

- Food and beverage offerings and procedures should minimize contact, queuing, and eliminate shared use. Chartwells, the UAFS food service provider, will coordinate safe handling of food and beverages during events.
 - *No buffets or self-service will be allowed*
- Food offerings will have to follow current restaurant directives listed on the Arkansas Department of Health website at <https://www.healthy.arkansas.gov/programs-services/topics/covid-19-health-guidances>
- Individually packaged food items and beverages are permitted.

Sanitation protocols for venue surfaces and seating

- Sanitation supplies must be provided by the event host
 - Sanitizers must be EPA approved viral disinfectants
- All surfaces must be sanitized before and after the event



- The Campus and Community Events department and the Service Desk will clean all technical equipment at the end of each event

For events of 100 or more people

- Non-university events will be submitted through scheduling@uafs.edu and approved by Senior Staff. *(Please allow at least one week for the Senior Staff approval process)*
- To accomplish the necessary disinfection of spaces, surfaces, seating, and equipment, additional time will be required between these large-scale events.

For additional information and guidance visit the [COVID-19 Response website](#) or reach out to:

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- Chartwells food and beverage service at catering@uafs.edu or 788-7384