UNK Events Policy during the COVID-19 Pandemic

Scope

All Campus personnel and external units wishing to hold an event on the UNK campus.

Reason for Policy

In order to protect the health and wellbeing of students, faculty, staff, and guests during the public response to COVID-19, the UNK Events policy is modified to include the following procedures.

Procedures

EVENTS On- and off-campus university-sponsored events that involve more than 10 people must be postponed or canceled beginning March 20 through the end of the spring 2020 semester. University-sponsored events that do not meet this threshold are able to continue or to cancel at the organizer’s discretion unless notified otherwise by university
officials, but efforts should be made to reduce in-person contact. No new reservations will be accepted until further notice. Events sponsored by external organizations and agencies are also canceled if they involve more than 10 attendees. Sponsors should follow cancellation procedures laid out in respective contracts.

MEETINGS Regular UNK business meetings should be limited to those that are mission critical, and should be limited to groups of 10 or fewer. For all meetings, efforts should be made to conduct by Zoom or other remote technology. Any exceptions to these procedures will be reviewed at the vice chancellor level. Organizers should submit requests through their administrative line.

### Additional Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptions</td>
<td>Jon Watts</td>
<td>308865-8205</td>
<td><a href="mailto:wattsjc@unk.edu">wattsjc@unk.edu</a></td>
</tr>
</tbody>
</table>

### History
This is a temporary revision to the UNK Events policy