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Chicago Campus Student Org Meetings/Events/Activities
Internal Events (Within the COP Building) - Not During Lunch Hour
No food allowed
If your event is...

100 people or less:
- Submit room request to OSA (UIC Connection) AT LEAST 1-2 WEEKS in advance of event
- Send request to OSA (Clinton Marks: cmmarks@uic.edu) to post to Current Student Events page IF you have a featured speaker/special event
- Take attendance at meeting/event
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone Number

Over 100 people:
- Submit room request AND Safety Plan to OSA (UIC Connection) AT LEAST THREE WEEKS in advance of event
  - Use https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/ to remain up-to-date with restrictions and regulations for completing the Safety Plan
- You will be required to collect advance RSVPs for events OVER 100 people that are external (not in COP Building)
- Safety plan will need approval from COP AND from UIC Campus
- Once COP has approved event safety form, COP will forward to campus for approval
- Once you have received approval for your event, send request to OSA (Clinton Marks: cmmarks@uic.edu) to post to Current Student Events page IF you have a featured speaker/special event
- Take attendance at event
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone #
Chicago Campus Student Org Meetings/Events/Activities

Internal Events- During Lunch Hour (12:30pm – 1:20pm)

If your event is...

- Within COP Building
- “normal” business (meeting, featured speaker)
- Maximum participant capacity: Under 100
- You will not allow participants to eat their own food during event
- You are not providing food for participants

Then:

- Submit Room Request AND Org Safety Event to OSA (UIC Connection) AT LEAST 1-2 WEEKS in advance of event
- Send request to OSA (Clinton Marks: cmmarks@uic.edu) to post to Current Student Events page IF you have a featured speaker
- Take attendance at meeting/event for contact tracing purposes
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone Number

If your event is...

- During the lunch hour (12:30pm – 1:20pm)
- Within COP Building
- “normal” business (meeting, featured speaker)
- Maximum attendance is 40 participants (depending on room availability)
  - See Appendix I for room capacities
- You are not providing food for participants
- You are allowing participants to eat their own lunch

Then:

- Submit Org Safety Event Plan AND Room Request to OSA (UIC Connection) AT LEAST 1-2 WEEKS in advance of event
- You must meet room capacity requirements
  - See Appendix I for Room Capacities
  - You may not exceed maximum room capacities – it is the responsibility of the organization to follow this guideline and ensure social distancing while eating
  - All overflow participants must join virtually
- Send request to OSA (Clinton Marks: cmmarks@uic.edu) to post to Current Student Events page IF you have a featured speaker
- RSVP not required, but recommended for planning purposes
- Take attendance at meeting/event for contact tracing purposes
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone Number

Events with 41 people or more (or the maximum room capacity available) that will occur during the lunch hour (12:30pm – 1:20pm) where individuals will eat their own food cannot be accommodated and are not allowed at this time.
Chicago Campus Student Org Meetings/Events/Activities
External Events (Not within COP Building) – 100 participants and under

- Submit Safety Plan to OSA AT LEAST ONE WEEK (UIC Connection)
  - Use [https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/](https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/) to remain up-to-date with restrictions and regulations for completing the Safety Plan
- Once you have received approval for your event, send request to OSA (Clinton Marks: cmmarks@uic.edu) to post to Current Student Events page
- Food is allowed at these events if guidelines are followed:
  - [https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/](https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/)
- Take attendance at event
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone Number
Chicago Campus Student Org Meetings/Events/Activities
External Events (Not within COP Building) – More than 100 participants

- Submit Safety Plan to OSA AT LEAST THREE WEEKS in advance of event to (UIC Connection)
  - Use https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/ to remain up-to-date with restrictions and regulations for completing the Safety Plan
- You will be required to collect advance RSVPs for events OVER 100 people that are external (not in COP Building)
- Safety plan will need approval from COP AND from UIC Campus
  - Once COP has approved event safety form, COP will forward to campus for approval
- Food is allowed at these events if guidelines are followed
  - https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/
- Once you have received approval for your event, send request to OSA (Clinton Marks: cmmarks@uic.edu) to post to Current Student Events page
- Take attendance at event
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone #
Rockford Campus Student Org Meetings/Events/Activities

Internal Events – 24 participants and under

If your event is...
- “normal” business (meeting, featured speaker)
- Maximum participant capacity: 24
- You will not allow participants to eat their own food during event
- You are not providing food for participants

Then:
- Submit room request to OSA (Cindi Schaefer – cschaef@uic.edu) at least THREE business days prior to the meeting/events/activities
- Send request to OSA (Katie Clarizio: clarizi3@uic.edu) to post to Current Student Events page IF you have a featured speaker
- Take attendance at meeting/event for contact tracing purposes
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone Number

If your event is...
- “normal” business (meeting, featured speaker)
- Maximum attendance is 17 (depending on room availability)
- You are not providing food for participants
- You are allowing participants to eat their own lunch

Then:
- Submit room request to OSA (Cindi Schaefer – cschaef@uic.edu) at least THREE business days prior to the meeting/events/activities
- You must meet room capacity requirements
  - See Appendix II for Room Capacities
  - You may not exceed maximum room capacities – it is the responsibility of the organization to follow this guideline and ensure social distancing while eating
  - All overflow participants must join virtually
- Send request to OSA (Katie Clarizio: clarizi3@uic.edu) to post to Current Student Events page IF you have a featured speaker
- RSVP not required, but recommended for planning purposes
- Take attendance at meeting/event for contact tracing purposes
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone Number

Events over 17 people (or the maximum room capacity available) that will occur during the lunch hour (12:30pm – 1:20pm) where individuals will eat their own food cannot be accommodated and are not allowed at this time.
Rockford Campus Student Org Meetings/Events/Activities

External Events – 24 participants and under

- Submit event safety plan to OSA AT LEAST FOUR WEEKS in advance of meeting (UIC Connection)
  - Use https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/ to remain up-to-date with restrictions and regulations for completing the Safety Plan
- Food is allowed at these events if guidelines are followed.
  - https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/
- Send request to OSA (Katie Clarizio: clarizi3@uic.edu) to post to Current Student Events page IF you have a featured speaker
- Take attendance at your meeting/event
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone #
Rockford Campus Student Org Meetings/Events/Activities

External Events – 25 people or more

- Submit event safety plan to OSA AT LEAST FOUR WEEKS in advance of meeting (UIC Connection)
  - Use [https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/](https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/) to remain up-to-date with restrictions and regulations for completing the Safety Plan
  - You will be required to collect advance RSVPs for events OVER 25 people
- Submit Rockford Return to Campus form AT LEAST FOUR WEEKS in advance of meeting/event
  - [https://forms.uofi.uic.edu/sec/1200160229?referrer](https://forms.uofi.uic.edu/sec/1200160229?referrer)
- Safety plan and Return To Campus Form must BOTH be approved
- Food is allowed at these events if guidelines are followed.
  - [https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/](https://vcha.uic.edu/about/vcha-initiatives/covid-19-university-events-form/)
- Send request to OSA (Katie Clarizio: clarizi3@uic.edu) to post to Current Student Events page
- Take attendance at your meeting/event
  - UIC Connection
  - Make sure to collect: Name, UIN, Email, Phone #
APPENDIX I
Chicago Room Max Capacity when Social Distancing Required*
(i.e. if participants are eating their own lunch)

- **Multimedia Rooms**
  - B8 (16)
  - B32 (40)
  - B36 (40)
  - 111 (12)
  - 134-1 (40)
  - 134-2 (40)
  - 134-3 (40)
  - 231 (12)

- **Classroom/Conference Rooms:**
  - 204 (12)
  - 208 (12)
  - 212 (12)
  - 216 (8)
  - 219 (Conference 4)

- **Small (Patient) Exam Rooms:**
  - 203A (1)
  - 203B (1)
  - 203C (1)
  - 205 (1)
  - 207 (1)
  - 209 (1)
  - 211 (1)
  - 213 (1)
  - 215 (1)
  - 217 (1)
APPENDIX II

Rockford Room Max Capacity when Social Distancing Required* (i.e., If participants are eating their own lunch)

- **Classrooms**
  - E230 (P1) – 17
  - E218 (P2) – 13
  - E210 (P3) – 13
  - E311 (Dispensing Lab) – 12
  - E223 – 14
  - E226 – 10

- **Conference Rooms**
  - E211 – 4
  - E213 – 4
  - E216 – 4