



Ursinus College

Template for Activity On-Campus – Faculty and Staff

Please be advised that all approved or scheduled activities involving students must comply with all [COVID Guidelines](#) as outlined in the Student Handbook including, but not limited to, masking, physical distancing, and weekly testing for all participants. Provide as much detail as possible for each section. ***Approved or scheduled activities are subject to change based on campus conditions.***

Office/Department/Name:

Name(s) and Cell Phone #(s) of Activity Organizer(s):

Location:

Remote or outdoor events are suggested. In order to book a location, any faculty/staff groups should place a request through the Event Management System (EMS) or place a request through the College Events and Signature Programs Office.

Number of Participants:

Indoor gatherings cannot exceed the posted occupancy of rooms. Outdoor gatherings must include one faculty/staff member per 25 attendees and may not exceed 100 people.

Time and Duration of Activity:

Faculty/Staff Supervision:

Please provide the name of faculty or staff member(s) who will be supervising the entirety of your event only if they are different than the activity organizers listed above.



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Description of Activity:

Please include a detailed description of the activity. Outline the plan for having participants adhere to all COVID Guidelines including masking and distancing.

Description of Alternate Plan:

Please include a detailed description of the alternate plan for activity if event must go remote or if an outdoor activity needs to be moved indoors. Outline the plan for having participants adhere to all COVID Guidelines including masking and distancing. The plan can also be to cancel or postpone the activity.