

Take care. Be kind. Stay safe.

Health & Safety Plan for Small Indoor Events

Name of Event:

Date/Time of Event:

Safety Monitor: (name and contact number day of event)

All Event Hosts and Attendees are expected to follow these rules:

- No Event may exceed 25 people or the maximum occupancy posted for the area.
- All events with food and beverage require guests to be fully vaccinated or submit a negative COVID test taken within the last 72 hours.
- All attendees are required to show their daily health screen pass to the event host before entry.
- The host is expected to serve as a safety monitor to verify compliance with the rules.
- Hand sanitizer and a self-service disinfection station will be provided by facilities.
- All areas are required to be cleaned by facilities before and after the event.
- All Events with food and beverage require an advanced guest list with assigned seating.
- For events where food and beverage is served seating is limited to 3 per table with 6 ft physical distancing.
- Guests are only allowed to eat and drink while seated at a table.
- Guests are only allowed to remove their face covering when eating and drinking.
- When getting up from the table guests are required to wear face coverings and keep 6 ft social distancing from other tables and people.
- No shared food, beverages, or utensils or other objects are allowed.
- All food must be catered in individually packaged items.
- Safe eating signage and signage indicating where guests should sit must be posted.
- Signage informing guests where to report violations or concerns to the city and UCSF must be posted.
- Events scheduled in the same space must be scheduled at least 30 min apart to limit excessive intermingling of people between events.
- No Singing, chanting, shouting, and playing wind instruments is allowed.
- The host is required to distribute a copy of these rules to all guests prior to the event and post a copy at the event.

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- The host is required to post a copy of the Social Distancing Checklist.