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**COVID EVENT GUIDANCE**

Aug. 12, 2021

This guidance applies to University of Arkansas System Division of Agriculture faculty and staff members, as well as volunteers giving presentations offered under the auspices of the Division of Agriculture and its affiliated programs. It applies to events in any indoor facility.

Our employees should become familiar with this guidance and to follow their best judgment for their own safety as well as that of co-workers, attendees at our programs and other stakeholders.

If you are hosting a program, make sure the venue is large enough to accommodate for social distancing.

If you are planning an indoor event for more than 100 attendees you must send your plan to the appropriate senior associate vice president for review.

Event planners should follow guidance from the Arkansas Department of Health. These guidelines include:

* Masks must be worn indoors when social distancing cannot be maintained.
* Speakers must be at least 12 feet from participants to speak without a mask.
* Seating should be adjusted to ensure 6 feet between all participants. Household groups may sit together, but 6 feet must be provided between groups.
* Event planners should ensure that a 6-foot distance can be maintained in all directions as attendees enter and exit the venue and between audience members.

Event planners must have a sign-in sheet that requests attendee name and a contact phone number or email address.

Whether the event is at a Division of Agriculture facility or not, it is the Division of Agriculture employee or volunteer’s responsibility to know and follow the appropriate guidelines.

We would strongly encourage employees to wear a mask while representing the Division of Agriculture at outside events.

ADH guidance for events of less than 100 participants be found here: <https://www.healthy.arkansas.gov/images/uploads/pdf/Small_Indoor_Event_Guidelines_2.15.21.pdf>