

UNIVERSITYof **HOUSTON**

Events Greater Than 10 (in non-managed venues)

1. Please provide the Requestor's First Name and Last Name. [Brisa Gossett](#)
2. Email address: staffcouncil@uh.edu
3. Phone Number: [713-743-0474](#)
4. Event Name: [Staff Council Sock & Blanket Drive](#)
5. Event Purpose: [The scope of this event In support of the community outreach and service missions of Staff Council.](#)
6. Please enter the projected number of attendees for the event. [10-15](#)
7. Event Location (Campus Building and Room): [UH Technology Bridge, Building 13 Storage Warehouse 5000 Gulf Freeway Houston, TX 77204-2013](#)
8. Event Date: [December 13 – 16, 2021 \(Morning TUE/ THU 7:30am-12pm and Afternoon MON/ WED 1pm-4:30pm\)](#)
9. Please select the appropriate event classification. [University-sponsored event](#)
10. Is there a pre-existing agreement for this event? [No.](#)
11. Why must this event occur in-person? [The volunteers will receive physical items donated for the sock and blanket drive. These items can only be given/received in person.](#)
12. Please summarize how the UH COVID-19 Event Guidelines will be followed. Details should also be included in the Risk Mitigation plan. [To meet all needed COVID-19 safety regulations, the Staff Council Sock and Blanket Drive 2021 will be held in a drive-through fashion over the course of 4 days. Attendees will drive their vehicle up to the drop-off location at Technology Bridge where trained volunteers in full PPE will collect donations. The spacing and protection of vehicles, the short-shifted drop offs over](#)

multiple days, and the centralized location will all serve to maximally minimize COVID-19 event risks.

13. Who will be in attendance to ensure compliance with all applicable protocols? [Staff Council Committee Co-Chairs](#) and staff will be present to train and supervise volunteers and make sure participants follow university and Covid-19 safety protocols.

14. Are you planning to offer food, beverages, giveaways, or activities during your event? If so, please specify.

[No](#)

15. What items will be included in your event risk mitigation plan to ensure adherence to the COVID-19 Agreement (External Events) or COVID-19 Event Checklist (University-Sponsored Events)?

[Risk awareness and contact minimization.](#)

16. How will you track attendance?

[Volunteers will pre-register and sign in. Volunteers will keep a tally of participants \(and vehicles\).](#)

17. Please explain how crowd control will be managed for this event.

[Vehicles will enter one of two drop-off lanes that lead to the loading dock. If needed, a second drop off location on the opposite side of Tech Bridge Building 13 \(Staff Council Dock Entrance\) will serve to minimize crowding and will keep the two drop of lanes moving.](#)

18. Please upload all required documents (i.e. Risk Mitigation Plan, Setup Diagram, and pre-existing agreement if applicable).

[N/A](#)

EXHIBIT C
COVID-19 Agreement (External Events)

Event/Promoter/Performer/Sponsor Name(s): H0431 Staff Council

Event Date: December 13-16, 2021 (Sock & Blanket Drive, contact-less drive through)

The Promoter/Event Sponsor, on behalf of themselves and any performers who will perform at the event described above, agrees and acknowledges the following:

1. We are aware of the COVID-19 pandemic and the potential risks of large group gatherings and we will communicate these risks to all patrons;
2. We will not allow patrons who have traveled internationally within the last ten (10) days to attend the event;
3. We will not allow patrons who have had contact with anyone who has tested positive for COVID-19 within the last ten (10) days to attend the event;
4. For those that are attending the event, we will require them to acknowledge that they have not traveled internationally and have not had contact with anyone who has tested positive for COVID-19 within the last ten (10) days and that they do not currently have any of the symptoms listed [here](#).
5. We will require all visitors to campus to follow the [Visitor Protocols](#).
6. We will strongly encourage the at-risk population (At-risk population are those who are 65 or older, especially those with chronic lung disease; moderate to severe asthma; chronic heart disease; severe obesity; diabetes; chronic kidney disease undergoing dialysis; liver disease; or weakened immune system) to watch or participate in the event remotely; or designate an area inside of the event reserved for at-risk population.
7. Seating arrangements, queueing, activities and check-in must comply with current CDC and state guidance including ADA and fire code requirements; and be maintained throughout the Event.
8. We understand that the University of Houston is monitoring state, local, and national guidelines and that based on the fluidity of the current circumstances, our event may be canceled due to changes in the various guidelines from such entities.

Agreed and acknowledged that the University of Houston is relying on your affirmative agreement to the above conditions and that you are assuming any and all risks and liabilities arising out of or relating to this event:

Signed: Brian M. Smith
Dated: 10/27/2021

Signed: Safar Khan
Dated: 10/27/21

Events Greater Than 10 Participants (in non-managed venues) Exception Request

1. Please provide the requestor's First name and Last name
Brisa Gossett
2. Email address
staffcouncil@uh.edu
3. Phone Number
713-743-0474
4. Event Name
Staff Council Sock & Blanket Drive
5. Event Purpose
In support of the community outreach and service missions of Staff Council.
6. Please enter the projected number of attendees for the event.
10-15
7. Event Location (Campus Building and Room)
UH Technology Bridge,
Building 13 Storage Warehouse
5000 Gulf Freeway
Houston, TX 77204-2013
8. Event Date
December 13 – 16, 2021
9. Please select the appropriate event classification
☒ University-sponsored event
10. Is there a pre-existing agreement for this event?
☒ No
11. Please summarize how the UH COVID-19 Event Guidelines will be followed. Details should also be included in the Risk Mitigation plan.
To meet all needed COVID-19 safety regulations, the Staff Council Sock and Blanket Drive 2021 will be held in a drive-through fashion over the course of 4 days. Attendees will drive their vehicle up to the drop-off location at Technology Bridge where trained volunteers in full PPE will collect donations. The spacing and protection of vehicles, the short-shifted drop offs over multiple days, and the centralized location will all serve to maximally minimize COVID-19 event risks.
12. Who will be in attendance to ensure compliance with all applicable protocols?
Staff Council Committee Co-Chairs and staff will be present to train and supervise volunteers and make sure participants follow university and Covid-19 safety protocols.
13. Are you planning to offer food, beverages, giveaways, or activities during your event? If so, please specify.
No
14. What items will be included in your event risk mitigation plan to ensure adherence to the COVID-19 Agreement (External Events) or COVID-19 Event Checklist (University Sponsored Events)?
Risk awareness and contact minimization.
15. How will you track attendance?
Volunteers will pre-register and sign in. Volunteers will keep a tally of participants (and vehicles).
16. Please explain how crowd control will be managed for this event.
Vehicles will enter one of two drop-off lanes that lead to the loading dock. If needed, a second drop off location on the opposite side of Tech Bridge Building 13 (Staff Council Dock Entrance) will serve to minimize crowding and will keep the two drop of lanes moving.
17. Please upload all required documents (i.e. Risk Management Plan, Set-Up Diagram, and pre-existing agreement if applicable). (Non-anonymous question).
Enclosed.
18. Please share any additional details or information that you would like to include.
None.

Staff Council Sock and Blanket Drive 2021 Risk Management Plan

General Summary: To meet all needed COVID-19 safety regulations, the Staff Council Sock and Blanket Drive 2021 will be held in a drive-through fashion over the course of 4 days. Attendees will drive their vehicle up to the drop-off location at Technology Bridge where trained volunteers will collect donations. The spacing and protection of vehicles, the short-shifted drop offs over multiple days, and the centralized location will all serve to maximally minimize COVID-19 event risks. See below for itemized safety points drawn from the COVID Event Checklist for University Sponsored Events.

Event Dates:


December 13th – 16th (Monday/Wednesday: 1pm – 4:30pm; Tuesday/Thursday: 7:30a.m. – 12p.m.)

Location: Technology Bridge Building 13 loading ramp

1. Risk Awareness:

- a. All Staff Council Events Committee Members have reviewed necessary COVID-19 event guidelines and will train volunteers as such. COVID-19 measures are worked into event flyers for attendee awareness.
- b. Safety Lead Volunteer will supervise and guarantee safety measures for collecting volunteers

2. Contact Minimization:

- a. Attendees will not be allowed to exit their vehicles. Trained volunteers will collect donation boxes or bags.
- b. Lining up donor vehicles will ensure more than six feet of distance from all other attendees.
- c. Attendees and volunteers are encouraged to wear masks. "Masks Encouraged. COVID Discouraged" fliers will be posted at the event. 

3. General

- a. All Staff Council Events Committee Members are trained in general campus event guidelines and will ensure their compliance in addition to all above COVID-19 special precautions.

Contacts:

Shatera Anderson: sjanders@uh.edu

Gabriel Durham: gbdurham@uh.edu

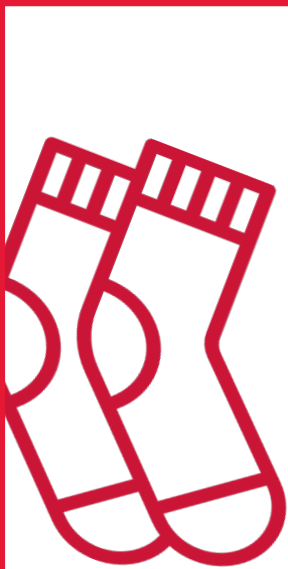
Vehicles will enter one of two drop-off lanes that lead to the loading dock. If needed, a second drop off location on the opposite side of Tech Bridge Building 13 (Staff Council Dock Entrance) will serve to minimize crowding and will keep the two drop of lanes moving.



Two drop-off lanes lead to the loading dock.



Lane path: Yellow path for basic; red for overflow.



STAFF COUNCIL PRESENTS

SOCK & BLANKET DRIVE

December 13th - 16th

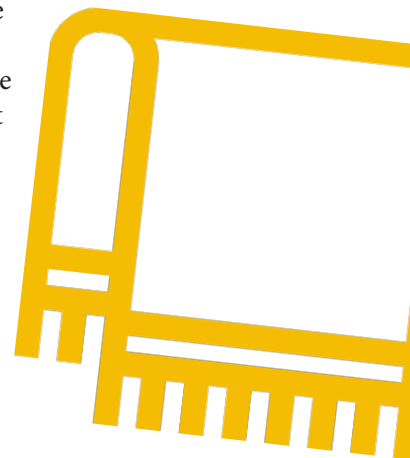
The 2021 Staff Council Sock & Blanket Drive, benefiting Star of Hope, will run December 13, through December 16. Both new or clean and gently used items are needed. As last year, all items will be dropped off at the Technology Bridge, Building 13 drive through style. Advance drop boxes will be placed at the entrance of the Student Center South and General Services Building starting November 1st

Donation times: 1 p.m. - 4:30 p.m. (Monday/Wednesday)
7 a.m - Noon (Tuesday/Thursday)

Visit www.uh.edu/covid-19 for for more information about UH COVID-19 protocols and guidelines.

Please contact **Shatera Anderson** or **Gabriel Durham** for event information.

Shatera Anderson | sjanders@uh.edu
Gabriel Durham | gbdurham@uh.edu



UNIVERSITY of **HOUSTON**

STAFF COUNCIL



STAFF COUNCIL PRESENTS

SOCK & BLANKET DRIVE

December 13th - 16th

ITEMS NEEDED

- Socks
- Clothing (such as shirts, pants, dresses, blouses)
- Cotton Blankets
- Trash Bags
- Linens
- Pajamas/Gowns
- Sheets
- Slippers
- Disinfectant Spray
- Gloves
- Hygiene Products
Shampoo, deodorant, lotion, soap, Toothpaste and tooth brushes, Toilet paper and feminine napkins
Cotton balls and facial tissue
- Cleaning Products (such as mops, brooms, detergent, cleansers, dishwasher liquids, and sponges)
- Diapers & Formula
- Adult Diapers (largest size possible)
- All Purpose Wipes

CLEAN & GENTLY USED OR NEW ITEMS NEEDED

- Clothing (ALL kinds and sizes)
- Coats/Sweaters/Gloves (ALL kinds and sizes)
- Blankets/Comforters/Sheets
- Duffel bags, backpacks, totes, purses
- Pairs of Shoes for men and women

Visit www.uh.edu/covid-19 for COVID-19 guidelines and information.

For event info, contact:

Shatera Anderson | sjanders@uh.edu

Gabriel Durham | gbdurham@uh.edu

Drop-off Info

Advance Drop off Locations Starting Nov 1: Student Center South & GSB Lobbies

Technology Bridge Building 13 (Dec 13th - 16th)

Monday/Wednesday: 1 p.m. - 4:30 p.m. Tuesday/Thursday: 7:30 a.m. - Noon

UNIVERSITY of **HOUSTON**

STAFF COUNCIL



STAFF COUNCIL PRESENTS

SOCK & BLANKET DRIVE

November 1st to
December 16th

UNIVERSITY of
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STAFF COUNCIL

Sock & Blanket Drive

- Multiple Drop boxes
- Volunteers needed for Drive Through Drop Off December 13-16, 2021.
- [Register to volunteer during Sock & Blanket Drive.](#)

Drive Through Drop Off:

- Morning TUE/ THU 7:30am-12pm
- Afternoon MON/ WED 1pm-4:30pm

Visit www.uh.edu/Covid-19 for campus updates.