

# UNIVERSITY of HOUSTON

## **Risk Management Matrix COVID-19 Pre-Event Planning**

This form has been provided as a tool help develop a process for identifying and discussing potential risk issues, related to COVID-19 and new event requirements. It is not designed to take the place of the careful review of applicable rules, policies, and laws. It is intended for use as part of a larger event planning discussion. Completion of this form does not imply approval or authorization of your event by the University of Houston. For more information on risk management and event planning for Registered Student Organizations, please contact the Center for Student Involvement at (832) 842-6245. University Departments can contact the Conference & Reservation Services (CARS) office at (832) 842-6167.

### **Risk Assessment Matrix**

1. List all aspects of your event on the grid. These have been pre-filled with university requirements, but consider adding more aspects of your event.
2. Identify risks associated with each activity. Be sure to think broadly about potential risks – think “worst-case” scenario.
3. Brainstorm methods to manage the identified risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
4. Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them.

<b>COVID-19 Event Requirements</b>	<b>Question to consider</b>	<b>Risk Management Plan</b> <i>Consider what your organization could do to manage this risk and bring it to a reasonable level.</i>
Entry point into event location	How will guests enter your event location while maintaining egress, safety, and physical distance?	
Exit point out of event location	How will guests exit your event location while maintaining egress, safety, and physical distance?	
Hand hygiene	How will guests sanitize their hands during the event?	
Masks	How will you ensure that all attendees wear masks?	
Physical distancing	How will you ensure that attendees maintain physical distance of 6 feet apart?	
Food and beverage service	How will service occur, limiting contact with others, hard surfaces, food/beverage, etc.?	
Capacity	How will you manage attendance as to not exceed the maximum capacity of your event location?	