

Campus Events Pandemic Standard Operating Procedure

Events and the number of outside groups or people invited to campus are limited. Events are encouraged to be virtual as no more than 50 attendees can gather (may be less depending on room size). These 50 attendees or less must practice social distancing, wearing face mask and may require a hand sanitizer station. Event planners must meet with the Office of Campus Events to review event plan. These procedures may change depending on updated information.

Events on campus for Fall 2020 will follow these procedures:

- Each event must be planned using the Office of Campus Events Checklist. Checklist is available from the Office of Campus Events. Completed form must be turned in before event is approved.
- The contact person for this event is responsible to ensure the event abides by the event procedures. If these procedures are violated the contact person/organization will be held responsible and risks ability to hold future events.
- Max attendance is 50 attendees or less (less depending on room size).
- Depending on the type of event, hand sanitizer stations may be required.
- Face masks must be worn by all attendees and event staff.
- For event staff face mask are a minimum, but gloves may be required for some events depending on the event type.
- To help with contact tracing, events must have a sign-in/sign-out sheet for event. These sheets must be turned into the Office of Campus Events following event.
- Outside guest presenters are limited. Please discuss plans with the Office of Campus Events before booking presenters.
- Event staff must have a plan to encourage social distancing (6 feet apart).
- Event staff must submit work order to reflect any high touch surfaces that will need to be cleaned, before, during or after the event.
- Temperature checks may be required.
- These procedures will be reassessed as necessary. We are still working to determine how campus events will be handled when the prohibition on gatherings of more than 50 attendees is lifted.