

A Guide to COVID-19 Compliance Measures for
In-Person Events and Meetings
USCB for Spring Semester 2021*

*Parts of this document have been adapted from similar material shared from the University of Louisville

COVID-19 Guidelines and Considerations for Student Meetings/Events

To promote safe and healthy practices on campus, it is best for student organizations to hold virtual meetings and events. However, the Office of Student Life understands that in some instances a live in-person event is most desirable.

- **It is necessary to submit the event planning form included in this packet to the Director of Student Life for approval no later than 2 weeks before the planned event.**
- **A review of the safe practices' tutorial is required for all student organizers of an event. To listen to the tutorial, start the slide show from the beginning.**
- **Social distancing etiquette and masks will be required at all in-person inside events. Masks may be optional at outside events, but social distancing etiquette of 6 feet between participants must be followed. If six feet cannot be maintained, then masks must be worn.**
- **There are limitations to the number of participants at inside events. A list of acceptable rooms with the maximum number of participants is included in this packet.**
- **For events in Campus Center 105 or 106 and/or Library 267 or 237, a card swipe system will need to be checked out from Mary Barney in the Student Success Center. Email her at barneym@uscb.edu to reserve the system.**
- **If the student organization is bringing in a non-campus guest or using outside vendors in any way, the guest/vendor will have to be approved by the Director of Student Life.**
- **A post-event evaluation, including a list of all participants, will be submitted to the Office of Student Life no later than 24 hours after the event ends.**

Approved Locations

The following locations have been approved for inside events with maximum capacity for each location noted. Drawings of suggested room arrangements for Campus Center 105 are included in this packet. These drawings are guides to help you think about how to set up an event using social distancing best practices. You may create your own diagrams for this room, but your set-up will have to be approved and submitted in the application. If you are using one of the approved classrooms, participants must follow designated usage rules posted in these locations. Please note that the maximum capacity is subject to change by the university.

- Campus Center 105 (max capacity = 60)
- Campus Center 106 (max capacity = 22)
- Library 267 (max capacity = 20)
- Library 237 (max capacity = 26)
- Library Conference Room 238 (max capacity = 4)
- Hargray 270, (max capacity = 17); 276, (max capacity = 18); or 159, (max capacity = 9)
- Science/Technology Classroom 122 (max capacity = 11)

These locations have been approved for outside events. Suggested set-ups for these locations are also included in this packet. These drawings are guides to help you think about how to follow best practices.

- Library Portico
- Library Plaza
- Campus Center front entrance
- Campus Center lawn (grassy area)
- Fire Pit

Food Requirements

If food is being served at this event, the items must be individually packed/wrapped. No self-serve buffet will be allowed. Food may be purchased from an outside vendor or grocery store. The organization may purchase, for example, individual bags of chips, cookies, or candy. The organization may not make food and individually wrap it. Members of your organization may not bring in their own food items. Sandwiches or boxed meals may be provided by an outside vendor if the vendor does the packaging. Using Campus Dining is always the safest option when providing food.

Cleaning and Hygiene Requirements

The organization will use the cleaning kits provided in the rooms to wipe down all tables, chairs and other objects that will be used by its members. The Office of Student Life cannot guarantee that cleaning has been done prior to the event. Members should sanitize hands frequently using the hand sanitizers found in the rooms. The organization is required to place hand sanitizer on the table where food is served, if serving food to members.

Consequences for Non-compliance

Student organizations that do not or are unable to abide by outlined protocol will be referred to the Office of Student Life for an evaluation of where protocol broke down and sanctions could be placed on the organization that could include restrictions of privileges to reserve space on campus for future events for a period of time, or restriction on receiving funding for future events for a period of time. If excessive violations of protocol are observed, the event may be shut down immediately.

In-Person Meeting/Event Request Form*

and

Post-Event Evaluation Form

USCB Office of Student Life

Fall 2020

*Parts of this form have been adapted from similar material shared from the University of Louisville

In-Person Event Request Form

Name of Organization Requesting Event:

Contact Person for Organization:

Contact Person's Email:

Contact Person's Phone Number:

Requested Date of Event:

Requested Time of Event:

+++++

If an organization desires to hold an in-person event, that event MUST be able to meet all requirements currently in effect to prevent the spread of the coronavirus as outlined in this packet.

- ❖ What is the reason for the event?

- ❖ Will there be non-campus guests invited to this event? If so, please list their name(s), organization(s), and contact information below.

Name, Organization, Email & Phone Number for each outside guest

- _____
- _____
- _____

- ❖ Are you providing food for this event? ____Yes ____No

- ❖ What food items will be provided and who is providing the food? (You may not have an open buffet or any type of food set-up that would violate COVID-19 guidelines.)

- ❖ Which campus space are you requesting? (Please note maximum capacity in rooms.)
 - Campus Center 105** (max capacity = 60)
 - Campus Center 106** (max capacity = 22)
 - Library 267** (max capacity = 20)
 - Library 237** (max capacity = 26)
 - Library Conference Room 238** (max capacity = 4)
 - Hargray 270** (max capacity = 17)
 - Hargray 276** (max capacity = 18)
 - Harbray 159** (max capacity = 9)
 - Science/Technology Classroom 122** (max capacity = 11)
 - Library Portico**
 - Campus Center front entrance**
 - Campus Center front lawn (grassy area)**
 - Library Plaza**

- ❖ If you are using Campus Center Room 105, are you using one of the room set-ups included in this packet? ___Yes ___No
 - If the answer is Yes, which set-up are you using? ___A ___B ___C
 - If you are not using one of the room set-up suggestions, please attach a diagram of how you wish to set up the room for your event.

- ❖ If you are using an outside venue, please attach a diagram of how you wish to set up your event.

- ❖ If you are using any of the following rooms, you will need to contact Mary Barney (barneym@uscb.edu) at the time you turn in this request to reserve the card swipe system. Instructions for use will be included when you pick it up from the Student Success Center, Library 202.
 - Campus Center 105
 - Campus Center 106
 - Library 267
 - Library 237

Please confirm the following:

___Yes ___No - I have reviewed the In-Person Event Training.

___Yes ___No - I understand the consequences should my organization not abide by the COVID-19 Guidelines as provided in this packet.

___Yes ___No - I understand that policies and guidelines may change as the course of the virus plays out and I will be notified if changes will impact my event.

___Yes ___No - I understand that my event is NOT approved until I have sent this checklist and been contacted by email verifying it has been approved or denied.

Post-Event Evaluation Form

Following the event, the person responsible for the event will need to submit a post-event evaluation that includes the following items and observations:

- **Submit three photos of the room during the event showing how participants practiced social distancing and three photos of the room when the event concludes, and the room is empty to show that all items brought into the room were removed.**
- **Note any instance when violations of protocol were observed and what was done to rectify the situation at the time.**
- **Note any observations that could improve the safety and health of the participants.**

Protocol violations observed. Explain how the violation was contained once observed.

Suggestions to improve the safety and health of participants.

Suggested Room Set-up Diagrams for
Campus Center Room 105

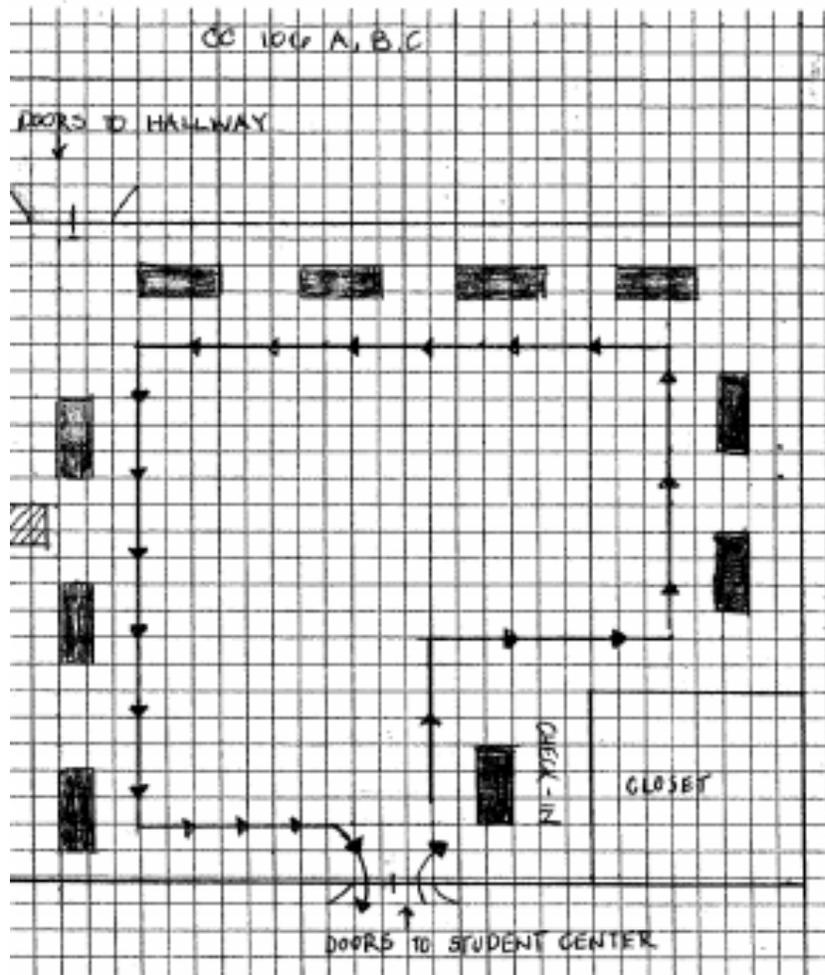


Diagram A

The entrance/exit to this in-person event is through the doors at the Student Center and opposite the hall outside of Campus Center Rooms 106 A, B, & C. In this example, students would enter through the right-side door at the card swipe station. They would proceed around the room going from right to left and would exit through the left side door and back into the Student Center. In this way, students are walking in the same direction and should remember to stay 6 feet apart. The suggested path allows for a space of 6 feet from the back of the tables to where the participants would walk. Your event planners should consider marking the path to ensure safe social distancing by all participants.

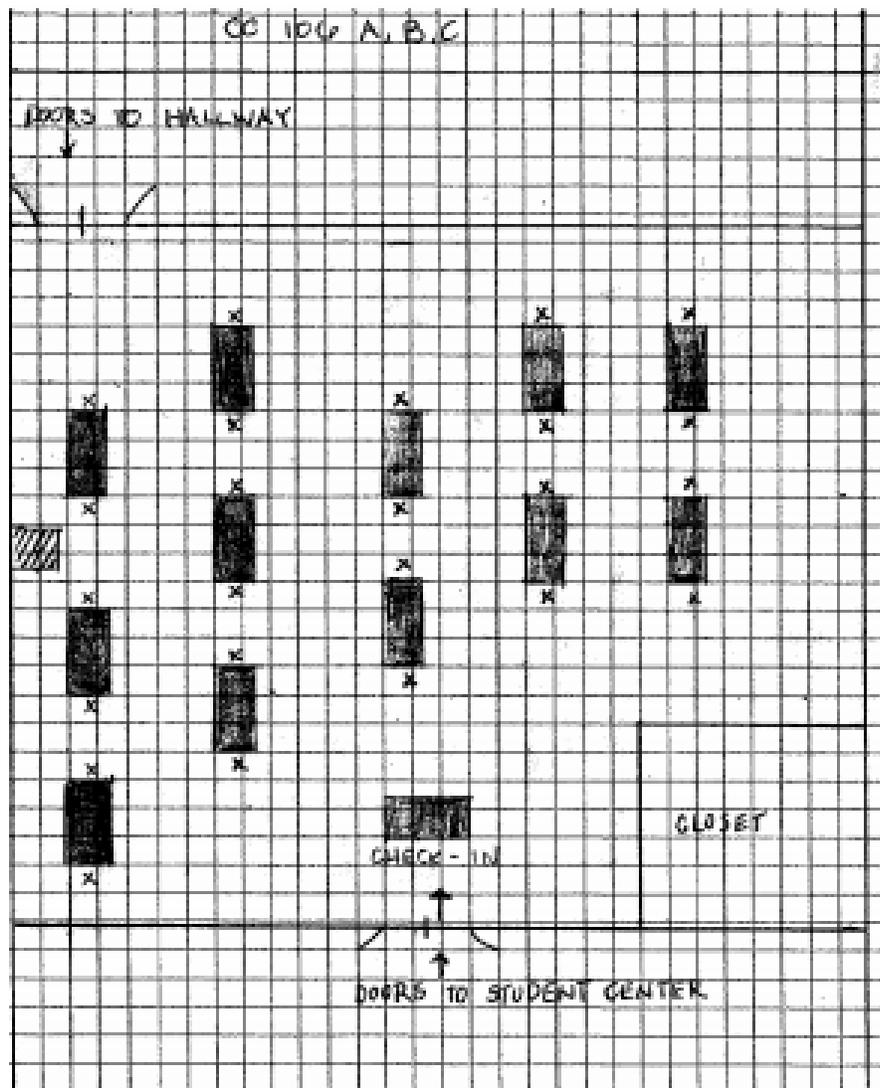


Diagram B

The entrance/exit to this in-person event is through the doors at the Student Center and opposite the hall outside of Campus Center Rooms 106 A, B, & C. However, students could exit through the opposite doors if desired. This example does not allow for easy social distance walking around the room from table to table, but it does show a way for two students to work on a project at one table. It is recommended that after they check-in at the station, that the participants be directed to the table by rows and that they should be directed to exit the event by rows. *

**Round tables cannot accommodate two participants because they are only 5 feet in diameter. The room can be set up using round tables, but only one person should be at each table.*

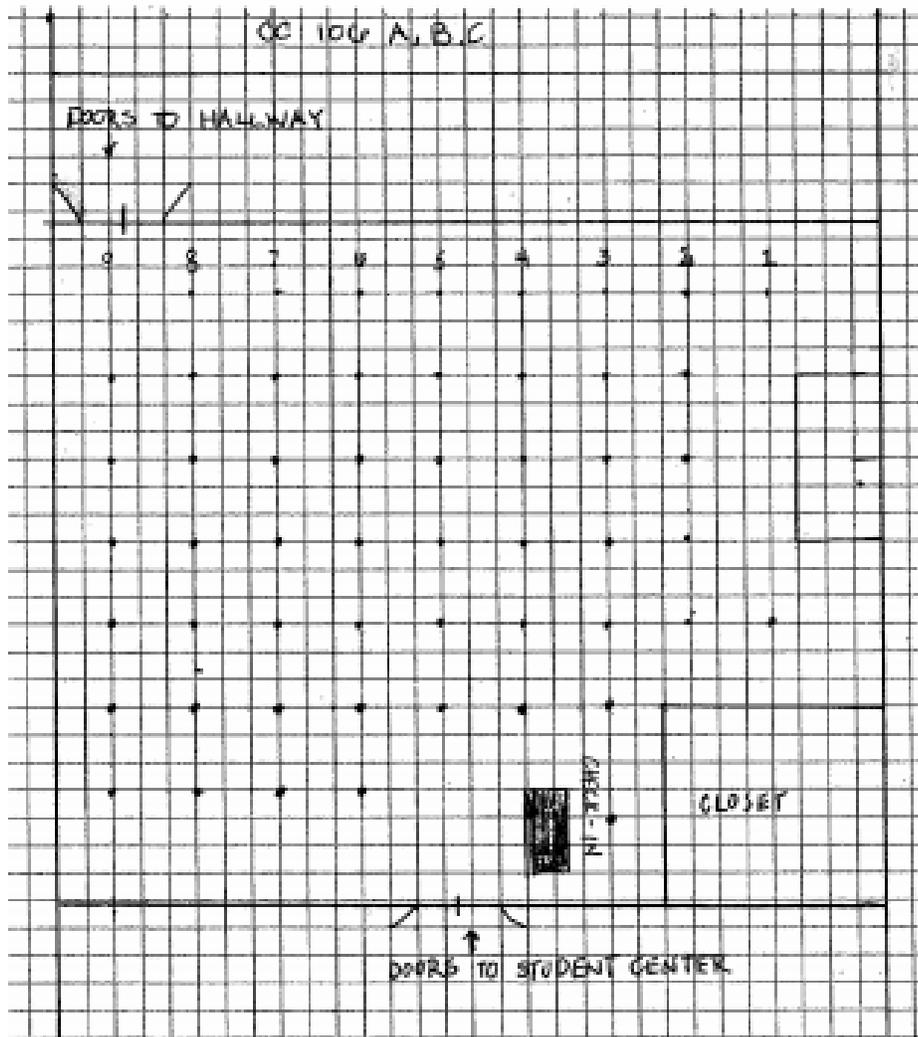


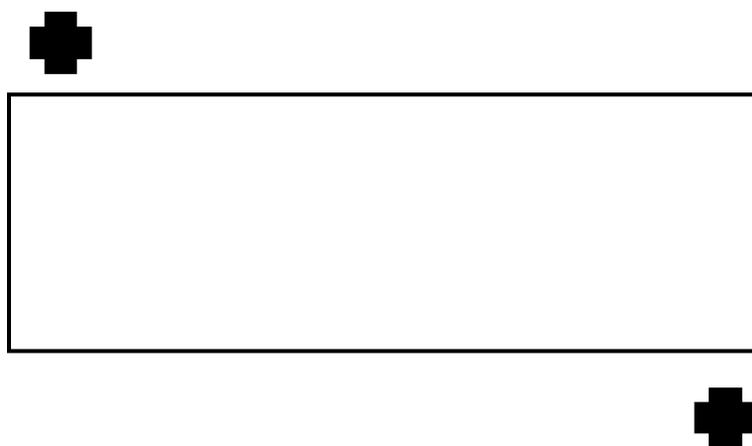
Diagram C

This diagram shows students entering through the doors at the Student Center and the check-in station is located at this entrance. However, this configuration could allow for students to enter through the opposite doors at the hallway outside of Campus Center rooms 106 A, B, & C. Entrance and exit could be through the same set of doors or opposite doors. Each dot represents a chair facing the stage area in this room. This configuration allows for 52 seats. Maximum capacity is 60, but eight on the stage would violate social distancing protocol. So in this instance, even though the maximum capacity exceeds the number in the room, it would not be possible to safely put the maximum number in the space.

**Suggested Outdoor Set-ups for
Library Portico & Plaza
Campus Center Entrance and Lawn
The Fire Pit**

Library Portico*

No more than two tables may be set up on the library portico, one to the left of the entrance and one to the right. Traffic flow into the library should not be hindered. Notice how the table is set up so that one person may sit or stand behind one side of the table while another person may sit or stand in front of the table such that they are 6 feet apart.



Campus Center front entrance*

No more than two tables may be set up outside the Campus Center front entrance and these should allow for traffic flow through the walkway. The tables could be set up on the same side of the walkway if they are 6 feet apart. Use the above diagram ensure that 6 feet are maintained by those at the table.

*If a line forms at a table, then those in the line will need to stand 6 feet apart and the spacing must be marked on the sidewalk.

Library Plaza or Campus Center lawn

These areas can accommodate many participants. It is suggested that the event space be designated with an entrance and an exit so that the number of participants may be monitored. Even though there are no space limitations for outside activities, participants should maintain social distance so this could require limiting the number inside the designated area. If social distancing cannot be maintained, then masks must be worn. Tables, chairs or mats may be used as suggested in the diagrams.

Diagram A -Sample Event Space (48' X 36')

This diagram is not drawn to scale, but ideally the tables would be six feet apart. Participants would sit/stand at the tables on opposite sides as in the diagram for a table at the Library Portico or Campus Center front entrance. Tables could also be set up around the perimeter of the area so that participants could walk around the outside or the inside of the ring of tables.

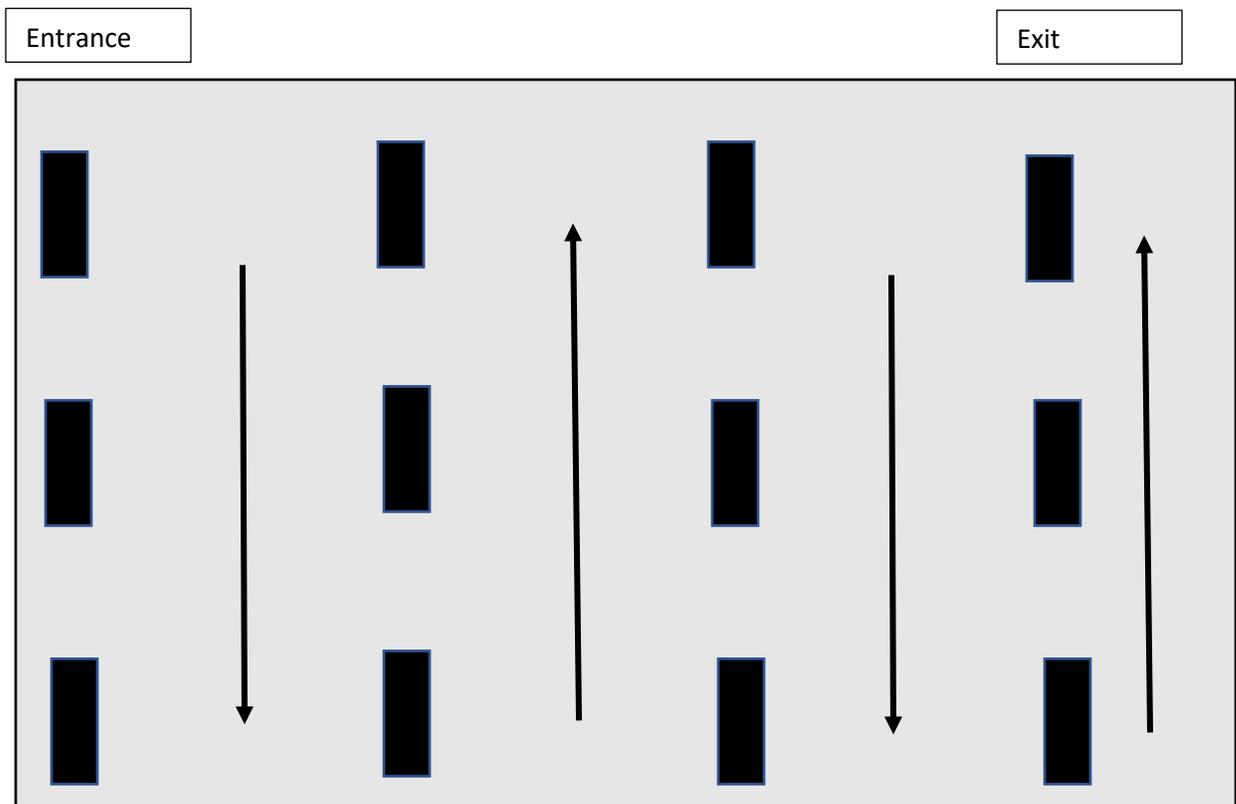
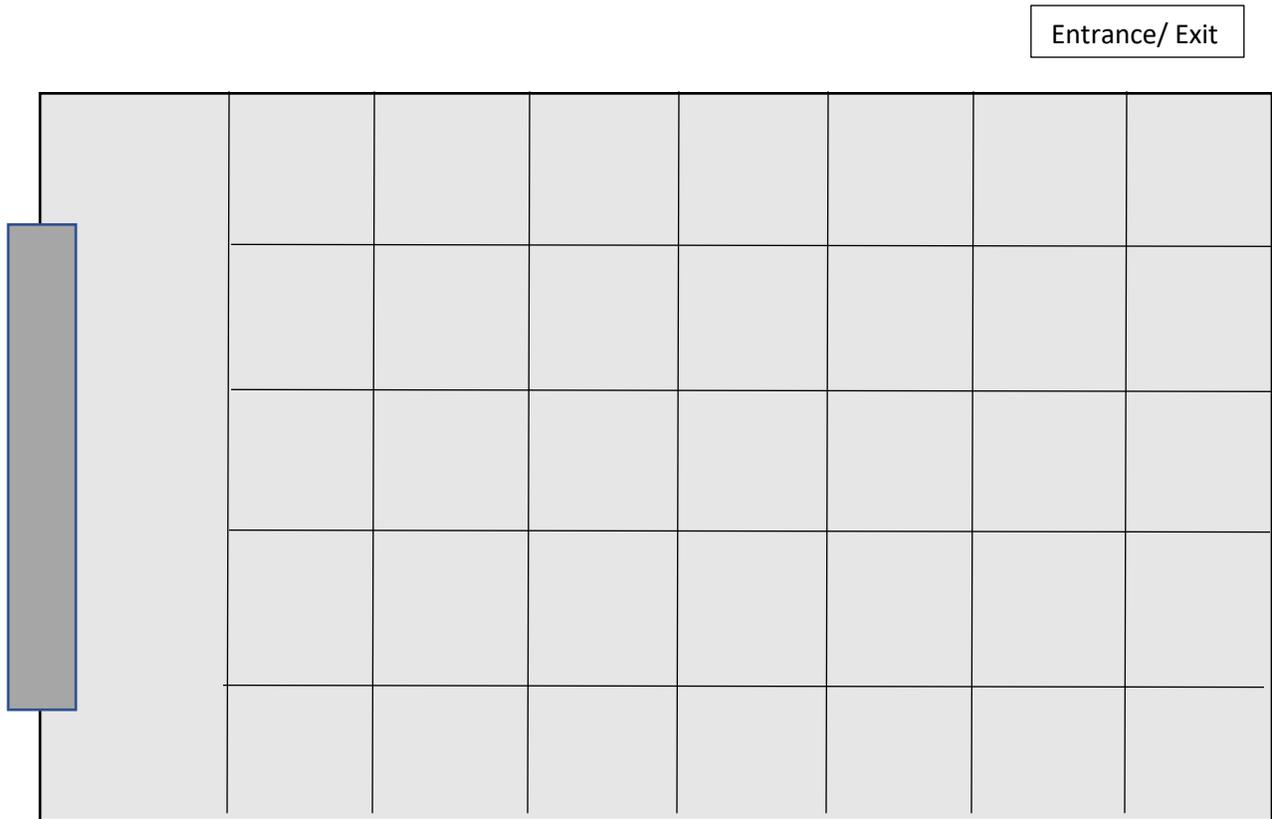


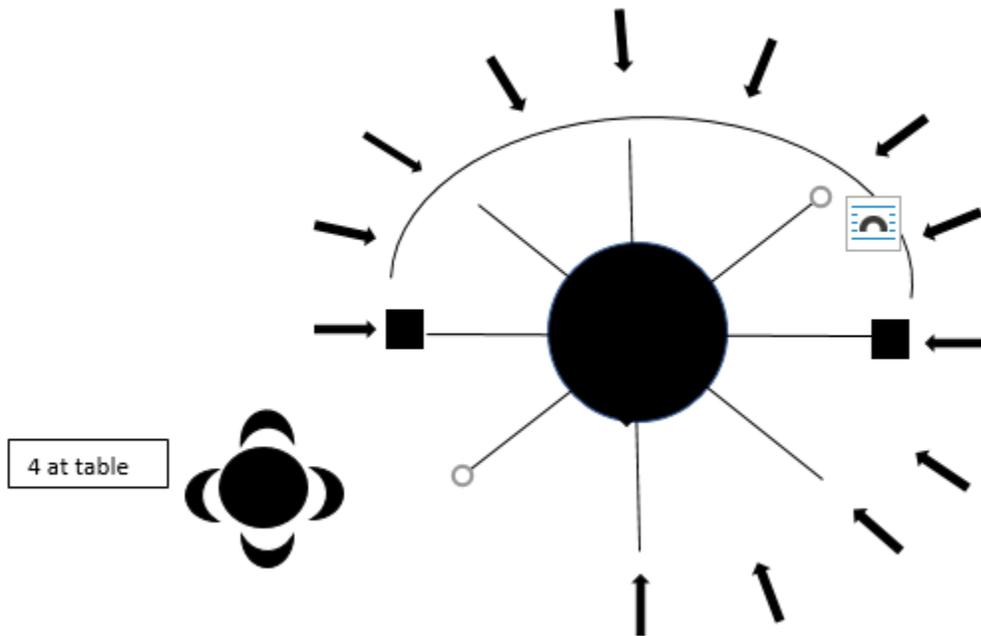
Diagram B -Sample Event Space (48' X 36')

This diagram shows a set-up where participants sit in chairs or on mats to watch an entertainment event. Every intersection marks the chair or mat and though not drawn to scale, would be 6 feet apart. Participants should file in by rows to ensure maximum safety.



The Fire Pit

The fire pit can accommodate 13 people around the circle and four around the table. To stay 6 feet apart, you will need to space one person at each square column, one person at each of the brick lines that extend out from the pit, and one person between each of the lines as shown in the diagram. Four people can sit around the table, one person on each bench.



Card Swipe System Request Form



I _____, acknowledge receipt of portable card swipe system from the USCB Student Development to borrow temporarily in order to complete event requirements. I will return this portable card swipe system on the next business day. I understand that failure to return this portable card swipe system will result in holds being placed on my registration, grades, and transcript, as well as being charged for the replacement cost of the system.

(Student Signature)

(Date)

(Student Development Signature)

(Date)

Complete and Email this form to
uscbliife@uscb.edu