

# University Sanctioned/Sponsored Events

## Guidelines for University Sanctioned and Sponsored Events On and Off Campus

***University facilities and spaces continue to remain unavailable for events held in spaces that may be needed for the purpose of providing instruction until the needs of the faculty are determined. Until further notice, University facilities are currently unavailable for use by outside entities.***

***The University reserves the right to cancel any event due to health and safety concerns.***

### Indoor Venues:

- When possible, consider conducting virtual events or communicating electronically.
- When in-person events are necessary, limit gatherings to groups of 10 or less and overall attendance to less than 250 people or what the venue will allow when social distancing of 6 feet per attendee is less than 250 people.
- Clearly communicate the guidelines for protective measures to participants prior to attendance and provide signage or messaging at the event location.
- Provide methods for hand washing and/or sanitization during the event.
- The university will require that all students, faculty, staff, and visitors wear face coverings when they are in buildings on campus, unless wearing face coverings is contrary to meeting educational or participation objectives as determined by faculty and staff. Individuals should be reminded not to touch the face covering and to [wash their hands](#) frequently.
- Insure that the event location is capable of sustaining social distancing for each individual of at least 6 feet.
- Evaluate the need for seat spacing or floor markings to assist in accomplishing 6 feet of social distance.
- Consider the need for separate points of entrance and exit to avoid a buildup of conflicting foot traffic.
- Event coordinators will be responsible for recommending and strongly encouraging physical distancing and wearing masks or face coverings.
- Event coordinators will create and keep a registry/roster of all attendees and support staff for purposes of COVID-19 contact trace and decontamination procedures.
- It is the event coordinators responsibility to seek guidance through Student Health Services to the appropriate County Health Department one week prior to any scheduled event to obtain the most relevant and timely information concerning any health threat that might exist.

- The event coordinator will ensure that the planned event meets all of these guidelines before requesting or approving the event.

***Department Heads and/or Vice Presidents will be responsible for approving events that meet all of the guidelines listed above.***

### Outdoor Venues:

- When possible, consider conducting virtual events or communicating electronically.
- When in-person events are necessary, limit gatherings to groups of 15 or less and overall attendance to less than 500 people.
- Clearly communicate the guidelines for protective measures to participants prior to attendance and provide signage or messaging at the event location.
- Provide methods for hand washing and/or sanitization during the event.
- Recommend and strongly encourage use of [cloth face coverings](#) and physical distancing of 6 feet among attendees. Face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult. Individuals should be reminded not to touch the face covering and to [wash their hands](#) frequently.
- Event coordinators will be responsible for recommending and strongly encouraging physical distancing and wearing masks or face coverings.
- Event coordinators will create and keep a registry/roster of all attendees and support staff for purposes of COVID-19 contact trace and decontamination procedures.
- It is the event coordinators responsibility to seek guidance through Student Health Services to the appropriate County Health Department one week prior to any scheduled event to obtain the most relevant and timely information concerning any health threat that might exist.
- It is the event coordinators responsibility to ensure that the planned event meets these guidelines before requesting or approving the event.

***Department Heads and/or Vice Presidents will be responsible for approving events that meet all of the guidelines listed above.***

### Link to CDC guidance for large gatherings:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

*These policies and procedures were updated on July 30, 2020 and are subject to change.*