

EVENT PLANNING CONSIDERATIONS

Guidelines and protocols for event planners will be implemented campus wide. These guidelines and protocols should be implemented for all department, organization, committee, and team events and gatherings, inclusive of employees, students, and visitors/guests.

State and local guidance must reflect the ability to hold public gatherings in order for these guidelines and protocols to be implemented on campus. All guidelines and protocols will be in place for the semester unless otherwise noted.

All in-person meetings and events must request and receive approval and space reservation through AdAstra prior to taking place.

The event approval process remains as it was pre-COVID-19. Contact events@clarke.edu with any questions or concerns.

Clarke University will employ safety practices for the remainder of the calendar year. These practices include wearing face coverings in all public spaces, social distancing, and more frequent cleaning of high-touch surfaces and areas.

- If a meeting, event or activity can take place in a digital format, it should.
- Guests are not allowed at campus activities through *February 2021*. *Limited spectators* will be allowed at athletic events; approved spectators are coordinated through the Athletics Dept.
- If the purpose of an event or activity cannot be achieved in a digital space, safety precautions are required:
 - **Social Distancing** must be maintained by all attendees, including at entrance, exit, and throughout the event
 - **Face Coverings** must be worn by all attendees
 - **Space Capacity** must not be exceeded
 - **Attendance** must be tracked through the Source
 - Dining Services must be utilized for any food and beverage.

PURPOSE

Reflect on the purpose and goals to determine the best way to implement your gathering.

- What is the purpose of this meeting or event?
- What goals do we hope to accomplish as a result of this meeting or event?
- Can you meet the intended goals of your event if attendees are in multiple locations, or outside?

CONSIDERATIONS

Answer the following questions to determine the feasibility of facilitating your plans.

- Do I have the budget and access to purchase additional health and safety supplies (i.e. sanitizer, wipes, masks, individual use items, etc.)?
- Do I have enough people to facilitate an in-person meeting or event to ensure health and safety measures are followed by all in attendance?
- Do I have access to the necessary technology to provide a virtual access option to attendees not comfortable attending in-person?
- Is there a space available on campus that will accommodate the group size I anticipate having at my meeting or event?

If you answer “No” to any of these questions, you should hold your event in a digital format.

IMPLEMENTATION

Before implementing your meeting or event, complete this event checklist:

Before the Meeting / Event

- Event details and space reservation request has been **submitted and approved through AdAstra**
- The event has been submitted into the **Source**, and contactless attendance tracking has been prepared (contact engagement@clarke.edu for assistance using the Source)
- Table spacing, seating, and overall space layout are set to allow **6ft distance** between all attendees
- Exit(s) and entrance(s) are clearly identifiable and marked with signage

During the Meeting / Event

- Organizers are clearly identifiable and can ensure all health and safety procedures are being followed by all attendees
 - Face coverings/masks are worn by all attendees
 - All attendees maintain 6ft distance
- All organizers and attendees check-in using contactless attendance tracking
- Items being handed out to attendees should not be taken from a common source, instead handed out individually. Items should not be shared – 1 item, 1 user
- Hand sanitizer is available for attendees throughout the meeting or event
- **All organizers and attendees understand to contact healthservices@clarke.edu if they receive a positive COVID-19 test within 14 days of attending this meeting/event**

After the Meeting / Event

- Cleaning supplies are on site to wipe down surfaces as necessary, and at the conclusion of the meeting or event

STUDENT ORGANIZATIONS

Organization Considerations:

- What initiatives are essential to your organization's ability to pursue its mission?
- Does your organization have a direct relationship with an academic or campus department of the university, or a national umbrella organization? If so, what are their expectations for your operations that must be included in your planning?
- Consider an approach of "depth over breadth" for the semester. What is most important for your organization to focus on this semester?
- What experiments should your organization try in order to be flexible and creative while adjusting operations?

Membership Considerations:

- Are there organization requirements (from bylaws) that you will need to temporarily adjust or suspend for operations under pandemic conditions (attendance, office hours, community service hours, etc.)?
- How will you recruit and onboard new members?
- With reduced in-person experiences, how will your organization build and enhance connection and relationships between members?
- How do you plan to communicate with members of your organization about the steps you will be taking to reduce risks?
- How will you create expectations for membership responsibility and hold members accountable if they do not adhere to your guidelines or university guidelines when conducting the business of the organization?

STUDENT ORGANIZATIONS

Meetings

- Meetings are defined as recurring membership only gatherings where the business of the organization is conducted. All registered student organization meetings should be conducted virtually if possible.

Exceptions may be allowed but must be pre-approved by the Director of Engagement and Intercultural Programs and follow all in-person activities guidelines and expectations.

Events

- Events are defined as gatherings that are essential to the organization in order to pursue the mission of the group. These events are restricted to members of the Clarke community (no guests) through February 2021.

The campus events guest policy will be reviewed in February and may be extended.

- Student organization events taking place off campus must follow request and approval guidelines and must follow all event and safety guidelines (i.e. social distancing, face coverings, hygiene, etc.).

Select the "Off Campus" location, located under the Student Activity Center building in AdAstra.

- Registered student organizations are **highly encouraged** to conduct events in a digital format whenever possible. In-person events will be approved on a case-by-case basis and must justify appropriate reasoning for being held in person.
 - Space reservation request and approval required
 - Source event creation and attendance tracking required
 - Maximum in-person attendance at the event will be the posted capacity of the space per university physical distancing guidelines

Travel

- Organization members or event attendees traveling locally for organizational purposes must follow university carpooling guidelines.
- Non-local travel (more than 40 miles) is not allowed for the spring semester.

Fundraising

- No bake sales are allowed for the spring semester. Only purchased and individually pre-packaged food items may be sold.
- Fundraising events, including those held off campus, must follow all event guidelines and safety protocols (i.e. social distancing, face coverings, hygiene, etc.).

Tabling

- Each table may have only two representatives from the organization at a time, and no more than two visitors at a time – all maintaining social distancing.
Consider providing space and directional signage for lines so those in line can maintain 6ft distancing.
- The host is responsible for sanitizing the table before, during, and after use.
- Items on the table must be for display only; people may not handle the display items.
- If the host has a sign up or registration, there must be enough writing utensils to give away after use or there must be a sanitized and unsanitized holder for writing utensils, clearly labeled.
Consider contactless sign up using QR code or tinyurl technology linked to a Source form.
- Giveaways must be kept behind the table and given to people individually.