

Interim Campus Event Registration Framework

Updated on September 21, 2020

COVID-19 has shifted the manner in which meetings, events, and activities will take place on campus. Therefore, Southeastern Louisiana University will allow campus activities to begin in a phased process. All students, faculty, staff, and guests must take steps to minimize the potential spread of COVID-19 when planning campus activities. This framework outlines the conditions by which campus departments, student organizations, and outside organizations (rentals) may organize activities. The goal of these guidelines is to limit the number of people at University events, including visitors, in order to slow the potential transmission of COVID-19. In pursuit of that goal, the University will adhere to orders, proclamations, and regulations of the Governor of Louisiana, guidelines from the Centers for Disease Control and Prevention (CDC), the Louisiana Department of Health, and University policies and protocols regarding COVID-19, and reserves the right to cancel any scheduled activity if it is deemed unsafe. The Office of Environmental Health and Safety will serve as the official university authority in assessing safety of all meetings, events, and activities that are scheduled on campus.

Definitions, Roles, and Responsibilities

Campus Event - A campus event is defined as a gathering where any portion of the activity will be held on property owned or controlled by the university, to include buildings and grounds. Campus events include, but are not limited to, banquets, carnivals, celebrations, concerts, conferences, convocations, demonstrations, drives, employer interviews, fairs, forums, intramural/club sports, lectures, performances, philanthropic programs, planning meetings, rallies, recruitment, social gatherings, speaker presentations, and tabling. Events departing from or ending on campus, such as parades, are included in the definition of campus events as well as off-campus activities sponsored by registered student organizations. This framework does not apply to activities and sporting events sponsored by Athletics.

Event Host - The person responsible for completing the Registration of Activities Form. The Event Host must be present throughout the entirety of the event as this person will oversee all operations. The Event Host must provide his/her own cleaning supplies and sanitizing stations if not provided by the University.

Social Distance Monitor - An individual assigned by the Event Host to assist with the following:

- Ensuring participants maintain appropriate distance from each other (a minimum of six feet)
- Requiring the use of face coverings by all participants at both indoor and outdoor events
- Responsible for ensuring the number of participants does not exceed the established venue capacity and participant maximum
- Refill sanitizing stations as necessary. The number of stations will be determined based on the location of the venue and number of participants.

All campus events must include an Event Host and **one Social Distance Monitor per 25 participants**.

Allowable Activities

All on and off campus events must be pre-approved by the Office of Environmental Health and Safety and the Office of the Dean of Students. Students, faculty, staff, and guests must complete a Registration

of Activities Form (www.southeastern.edu/roa) to schedule events which must include a social distancing plan. Below is a list of activities that are allowable as well as those that will not be allowed during the interim stage of event registration:

Campus Departments and Rentals

- Indoor events are permitted with strict social distancing monitoring including enforcement of face coverings and a plan to ensure that participants maintain a distance of at least six feet while attending the event/meeting/activity. All indoor events are subject to a **50% room capacity limit** (Capped at 250 participants).
- Outdoor events are permitted with strict social distancing monitoring including enforcement of face coverings and a plan to ensure that participants maintain a distance of at least six feet while attending the event/meeting/activity. Outdoor events must not exceed 250 participants.
- No student organization activity involving alcohol will be approved.
- Food or beverages **must not** be served at **indoor** events.
- Food or beverages **may** be served at **outdoor** events. **Food items must be prepackaged in individual portions.** No self-serving of food shall be permitted. No homemade, self-portioned, or prepared on-site items are permitted. Splitting large items into individual portions is prohibited. No common source food or drink is permitted.
- Any food or beverages served on campus must be purchased through Dining Services. Orders can be placed online (<https://southeastern.campusdish.com/Catering/Menu>) or by contacting Dining Services by phone at 985-549-3989. No outside dining and catering services will be allowed.

Student Organizations

- Indoor events are permitted with strict social distancing monitoring including enforcement of face coverings and a plan to ensure that participants maintain a distance of at least six feet while attending the event/meeting/activity. Indoor events are subject to a **50% room capacity with a cap of 100 participants.**
- Outdoor events/activities are permitted **with a cap of 100 participants** and a strict social distancing monitoring including enforcement of face coverings and a plan to ensure that participants maintain a distance of at least six feet while attending the event/meeting/activity.
- Blood or bone marrow drives sponsored by student organizations are permitted with a social distancing plan including enforcement of face coverings and a plan to ensure that participants maintain a distance of at least six feet while attending the event/meeting/activity. All Blood or bone marrow drives must be coordinated through Events and Conference Services (Phone: 985-549-2094; Email: conf_services@southeastern.edu).
- Intramural, club sports, and non-contact recreational activities will be allowed.
- Food or beverages **must not** be served at **indoor** events.

- Food or beverages **may** be served at **outdoor** events. **Food items must be prepackaged in individual portions.** No self-serving of food shall be permitted. No homemade, self-portioned, or prepared on-site items are permitted. Splitting large items into individual portions is prohibited. No common source food or drink is permitted.
- Any food or beverages served on campus must be purchased through Dining Services. Orders can be placed online (<https://southeastern.campusdish.com/Catering/Menu>) or by contacting Dining Services by phone at 985-549-3989. No outside dining and catering services will be allowed.
- Fundraisers involving food will not be permitted.
- Events/Activities sponsored by student organizations with live entertainment, which can include (but not limited to) bands, singing, and karaoke, are not permitted. The use of a disc jockey or music played via a speaker system is not allowed.
- Events/Activities sponsored by student organizations involving travel and overnight retreats/meetings is not permitted.

Any proposed activity that is not listed above will be assessed by the Office of Environmental Health and Safety and the Office of the Dean of Students on a case-by-case basis.

Guidelines

The Event Host will be required to electronically sign a statement agreeing to adhere to the following guidelines:

- Limit events to the established participant capacities. Organizers should postpone any event, or employ remote technology (Zoom, Google Meet, etc.), if a proposed event exceeds the participant cap. Capacity restrictions may change based on changes in public health guidance.
- Require face coverings at all events.
- Provide hand-sanitizing stations throughout the event location.
- Ensure participants maintain a distance of at least six feet while waiting to enter the event/meeting/activity.
- Designate one Social Distance Monitor per 25 participants.
- Provide a face covering to any patron without a proper face covering and expel any violator from the event.
- Encourage participants who are at high risk to refrain from attending the event.
- Ensure that proper supplies are available to wipe down tables, chairs, door handles, etc. before and after use.
- Provide signage with a wellness message (e.g. “If you are sick, stay home”).
- Provide signage that informs participants that they assume some risk while attending.

Violations

Violations of any part of this framework, or any university rules and regulations governing use of campus facilities, may result in forfeiture of the ability to register for activities and/or disciplinary action in accordance to the Code of Student Conduct and university policy.

Exceptions

Social distancing measures help limit the spread of COVID-19. Therefore, no exceptions will be granted to this framework without written permission from the appropriate Vice President. Exceptions will only be granted for activities sponsored by campus departments that advance the mission of the University. No event exceptions will be granted to registered student organizations.

For gatherings of any size, attendees are reminded to take simple measures to lower risk and prevent the spread of viruses. Do not shake hands or bump fists; and, as directed by the CDC, cover mouth and nose with a tissue when coughing or sneezing immediately disposing of tissue in a proper container. If a tissue is not available, cough or sneeze into the inner elbow, not the hands. Do not touch your face and wash your hands frequently/use hand sanitizers.