

## **Events Management Recovery Plan**

Since the University has made the decision to go virtual after Thanksgiving Break, there will be no face to face events/meetings after Thanksgiving Break. Face to face events/meetings can resume on campus when operations on campus move from virtual to face to face for Spring 2021.

When applicable Events Management staff (graduate assistant, student worker, and myself) will handle the setup and teardown for each event in Young Ballroom and Doc Bryan 242. When possible after each event ends, Events Management staff will wipe down all surfaces in the space and prepare it for the next group. Events Management staff will also monitor event sizes to make sure they are practicing the guidelines outlined below. All of this will be done for phases one through three.

Catering and cleaning guidelines outlined below may change as those areas develop their recovery plans and pass that information along to the University.

### **Phase Zero**

If the University moves back to an all virtual environment, all events and meetings will need to occur in a virtual manner. No face to face events or meetings will be allowed to occur on campus.

### **Phase One**

All classrooms, non-academic spaces, meeting rooms, conference rooms, and lab capacities have been adjusted to 50% capacity and the new room capacities will be updated in Ad Astra to reflect that.

Non-academic spaces that are typically not used for classes, have been offered to the Registrar's Office so that they can ensure that there is enough space for classes to practice social distancing. Since typically academics takes precedents over events, if a class happens to be put into a space taken by an event, the event will have to be moved to another available space to accommodate that class. If there is no other available space, the event will have to be moved to another day or canceled all together. No questions asked.

It is strongly encouraged that all events/meetings that can be conducted virtually, be conducted in a virtual manner.

Events/meetings in classrooms, non-academic spaces, meeting rooms, conference rooms, and so forth should consist of 30 or fewer people, all individuals present must practice social distancing and wear protective gear i.e. face masks. In rooms where space may prohibit social distancing of six (6) feet, group sizes will need to be smaller.

Chairs and rows in Doc Bryan Lecture Hall and Witherspoon Auditorium will be taped up to allow for six (6) feet of social distancing between attendees.

To ensure adequate social distancing in Doc Bryan 242, the only setup allowed in the space will be theatre style seating with chairs spaced six (6) feet apart. There will be no exceptions to this setup.

To ensure adequate social distancing in Doc Bryan 247, the arrangement of the furniture may not be changed. Events Management will evaluate the best layout for the furniture in the room.

No lobbies, rotundas, or indoor tabling spaces may be reserved for events or tabling events.

The event/meeting holder is responsible for ensuring that all individuals in attendance are abiding by University and Events Management guidelines. They are also responsible for providing PPE to their event attendees, if the attendee does not already have it.

The event/meeting holder is responsible for ensuring all attendees are healthy and have not come into contact with a COVID-19 positive patient within the last fourteen (14) days prior to the event taking place.

When applicable, the event/meeting holder is responsible for wiping down all surfaces with cleaning solutions provided by the University. Student workers will assist in wiping down surfaces after events/meetings are over.

There will be at least a 30-minute window between each event that will allow for the room that the event/meeting was held in to be cleaned before the next event/meeting can take place.

Catering/food and beverages of any sort are strongly discouraged at all on campus events.

All events held in outdoor spaces must have 30 people or less in attendance and all individuals must practice social distancing.

External groups will not be allowed to reserve spaces on campus for Fall 2020. External groups can start reserving available spaces for Spring 2021. There should be no outside speakers/presenters invited to campus for Fall 2020. This is something that TCU, Carroll University, and Loyola University are enacting on their campuses.

Once external groups can start reserving spaces on campus, they will be asked to submit an action plan, along with their event request form, that outlines how they are planning on enforcing University and Event Management guidelines at their event. The action plan will then be reviewed and a determination will be made on if the event is approved or not.

All co-sponsored events that have attendees outside of the Arkansas Tech community, will need to submit an action plan to Events Management, that outlines how they are going to ensure their participants are following state, University, and Event Management guidelines. Once Events Management has reviewed the action plan, a determination will be made on if the event can be approved or not.

All RSOs, Greek Organizations, and University sponsored organizations are strongly encouraged to host meetings virtually. Alternate means of hosting socials are strongly encouraged, i.e. virtual movie nights. Any group that wishes to host a face to face event or meeting, must submit an action plan to Events Management and Campus Life or Fraternity Sorority Life (which one they submit it to will depend on if they are an RSO/University sponsored organization or a Greek Organization). All action plans will detail how they are going to ensure that all University and Events Management guidelines are being followed by the attendees. Once the action plan has been submitted to both offices and has been reviewed, a determination will be made on if the event is approved or not.

There should be no meetings or events after a set time in most buildings.

All rooms should remain locked until it is time for the room to be used and then should be locked once the meeting or event is over.

## **Phase Two**

All classrooms, non-academic spaces, meeting rooms, conference rooms, and lab capacities have been adjusted to 50% capacity and the new room capacities will be updated in Ad Astra to reflect that.

Non-academic spaces that are typically not used for classes, have been offered to the Registrar's Office so that they can ensure that there is enough space for classes to practice social distancing. Since typically academics takes precedents over events, if a class happens to be put into a space taken by an event, the event will have to be moved to another available space to accommodate that class. If there is no other available space, the event will have to be moved to another day or canceled all together. No questions asked.

It is strongly encouraged that all events/meetings that can be conducted virtually, be conducted in a virtual manner.

Events/meetings in classrooms, non-academic spaces, meeting rooms, conference rooms, and so forth should consist of 50 or fewer people, all individuals present must practice social distancing and wear protective gear i.e. face masks. In rooms where space may prohibit social distancing of six (6) feet, group sizes will need to be smaller.

Chairs and rows in Doc Bryan Lecture Hall and Witherspoon Auditorium will be taped up to allow for six (6) feet of social distancing between attendees.

To ensure adequate social distancing in Doc Bryan 242, the only setup allowed in the space is theatre style with chairs set six (6) feet apart. There will be no exceptions to this setup.

To ensure adequate social distancing in Doc Bryan 247, the arrangement of the furniture may not be changed. Events Management will evaluate the best layout for the furniture in the room.

No lobbies, rotundas, or indoor tabling spaces may be reserved for events or tabling events.

The event/meeting holder is responsible for ensuring that all individuals in attendance are abiding by University and Events Management guidelines. They are also responsible for providing PPE to their event attendees, if the attendee does not already have it.

The event/meeting holder is responsible for ensuring all attendees are healthy and have not come into contact with a COVID-19 positive patient within the last fourteen (14) days prior to the event taking place.

When applicable, the event/meeting holder is responsible for wiping down all surfaces with cleaning solutions provided by the University. Student workers will assist in wiping down surfaces after events/meetings are over.

There will be at least a 30-minute window between each event that will allow for the room that the event/meeting was held in to be cleaned before the next event/meeting can take place.

All events held in outdoor spaces must have 50 people or less in attendance and all individuals must practice social distancing.

Boxed catering is strongly encouraged if you are wanting to host an event with catering.

External groups will not be allowed to reserve spaces on campus for Fall 2020. External groups can start reserving available spaces for Spring 2021. There should be no outside speakers/presenters invited to campus for Fall 2020. This is something that TCU, Carroll University, and Loyola University are enacting on their campuses.

Once external groups can start reserving spaces on campus, they will be asked to submit an action plan, along with their event request form, that outlines how they are planning on enforcing University and Event Management guidelines at their event. The action plan will then be reviewed and a determination will be made on if the event is approved or not.

All co-sponsored events that have attendees outside of the Arkansas Tech community, will need to submit an action plan to Events Management, that outlines how they are going to ensure their participants are following state, University, and Event Management guidelines. Once Events Management has reviewed the action plan, a determination will be made on if the event can be approved or not.

All RSOs, Greek Organizations, and University sponsored organizations are strongly encouraged to host meetings virtually. Alternate means of hosting socials are strongly encouraged, i.e. virtual movie nights. Any group that wishes to host a face to face event or meeting, must submit an action plan to Events Management and Campus Life or Fraternity Sorority Life (which one they submit it to will depend on if they are an RSO/University sponsored organization or a Greek Organization). All action plans will detail how they are going to ensure that all University and Events Management guidelines are being followed by the attendees. Once the action plan has been reviewed by both offices, a determination will be made on if the event is approved or not.

There should be no meetings or events after a set time in most buildings.

All rooms should remain locked until it is time to use them and then should be locked after the event/meeting is over.

### **Phase Three**

All classrooms, non-academic spaces, meeting rooms, conference rooms, and lab capacities have been adjusted to 50% capacity and the new room capacities will be updated in Ad Astra to reflect that.

Non-academic spaces that are typically not used for classes, have been offered to the Registrar's Office so that they can ensure that there is enough space for classes to practice social distancing. Since typically academics takes precedents over events, if a class happens to be put into a space taken by an event, the event will have to be moved to another available space to accommodate that class. If there is no other available space, the event will have to be moved to another day or canceled all together. No questions asked.

It is strongly encouraged that all events/meetings that can be conducted virtually, be conducted in a virtual manner.

Events/meetings in classrooms, non-academic spaces, meeting rooms, conference rooms, and so forth should consist of 90 or fewer people, all individuals present must practice social distancing and wear protective gear i.e. face masks. In rooms where space may prohibit social distancing of six (6) feet, group sizes will need to be smaller.

Chairs and rows in Doc Bryan Lecture Hall and Witherspoon Auditorium will be taped up to allow for six (6) feet of social distancing between attendees.

To ensure adequate social distancing in Doc Bryan 242, the setups allowed will be theatre style with chairs set six (6) feet apart or rectangle tables with two chairs at each end of the table with the tables set six (6) feet apart. There will be no exceptions to this setup.

To ensure adequate social distancing in Doc Bryan 247, the arrangement of the furniture may not be changed. Events Management will evaluate the best layout for the furniture in the room.

Lobbies, rotundas, and indoor tabling spaces may be reserved on a case by case basis and the event organizer must ensure that attendees will stay six (6) apart and will not impede traffic flow in the area that they are set up.

The event/meeting holder is responsible for ensuring that all individuals in attendance are abiding by University and Events Management guidelines. They are also responsible for providing PPE to their event attendees, if the attendee does not already have it.

The event/meeting holder is responsible for ensuring all attendees are healthy and have not come into contact with a COVID-19 positive patient within the last fourteen (14) days prior to the event taking place.

When applicable, the event/meeting holder is responsible for wiping down all surfaces with cleaning solutions provided by the University. Student workers will assist in wiping down surfaces after events/meetings are over.

There will be at least a 30-minute window between each event that will allow for the room that the event/meeting was held in to be cleaned before the next event/meeting can take place.

All events held in outdoor spaces must have 90 people or less in attendance and all individuals must practice social distancing.

Plated catering is strongly encouraged if you are wanting to host an event with catering.

For external groups, if the university moves to phase three prior to January 1<sup>st</sup>, 2021, then we will allow for external groups to start reserving space on a case by case basis. Each external group will need to submit an action plan that outlines how they plan to enforce university and state guidelines at their event. External speakers will also be on a case by case basis and the department/organization hosting the speaker will need to submit an action plan on how they will ensure the safety of the attendees.

Once external groups can start reserving spaces on campus, they will be asked to submit an action plan, along with their event request form, that outlines how they are planning on enforcing University and Event Management guidelines at their event. The action plan will then be reviewed and a determination will be made on if the event is approved or not.

All co-sponsored events that have attendees outside of the Arkansas Tech community, will need to submit an action plan to Events Management, that outlines how they are going to ensure their participants are following state, University, and Event Management guidelines. Once Events Management has reviewed the action plan, a determination will be made on if the event can be approved or not.

All RSOs, Greek Organizations, and University sponsored organizations are strongly encouraged to host meetings virtually. Alternate means of hosting socials are strongly encouraged, i.e. virtual movie nights. Any group that wishes to host a face to face event or meeting, must submit an action plan to Events Management and Campus Life or Fraternity Sorority Life (which one they submit it to will depend on if they are an RSO/University sponsored organization or a Greek Organization). All action plans will detail how they are going to ensure that all University and Events Management guidelines are being followed by the attendees. Once the action plan has been reviewed by both offices, a determination will be made on if the event is approved or not.

Meetings and events can start to occur after the set closing time on most buildings on a case by case basis.

Rooms can begin to remain unlocked on a case by case basis but that can change if the rooms begin to be used outside of what has been reserved.

### **Phase out: Return to Normal Operations**

Events/Meetings can return to normal scheduling practices with no restrictions on normal sized events.

Room capacities will be changed back to their previous capacities in Ad Astra.

Large events may proceed on a case by case basis, with some minor restrictions in place. The event holder may be asked to submit an action plan.

Extremely large gatherings (300 or more people) will be allowed on a case by case basis, permitting on state guidelines. The event holder will be asked to submit an action plan that outlines how they plan on enforcing state guidelines at that time.