

FALL 2020

# EVENT GUIDELINES

PREPARED BY

**THE STUDENT  
ENGAGEMENT  
ACTION TEAM**



## Event Guidelines

# SAFETY FIRST

Our goal is to work together to build a safe community that celebrates co-curricular learning and fun. The COVID-19 pandemic offers new challenges as we consider the safest way to connect with one another on campus. As we prepare for a new academic year, our goal is to innovate and create new ways to build an invigorating living and learning community that puts safety first. Consider this adventure to be a dynamic teambuilder.

## SPACE • TIME • PEOPLE • PLACE

Adapted from the work of Dr. William Miller, The Ohio State University

As you begin planning your next program or event, use these four words as a way to frame your work as an event organizer: **SPACE, TIME, PEOPLE, PLACE**.

1. **SPACE:** Will participants be able to physically distance from one another at your event?
2. **TIME:** How long will the event take place? Exposure and risk increases with time.
3. **PEOPLE:** How many people will be allowed to attend and what will be done to mitigate potential risks?
4. **PLACE:** Is the event inside or outside? Inside venues increase risk of infection and decrease the number of people that can attend.

## GUIDANCE FROM THE CDC AND MDH:

CDC: <https://www.cdc.gov/>

MDH: <https://www.health.state.mn.us/diseases/coronavirus/index.html>



This guide is a living framework that will change as new guidance becomes available.

## Physical Distancing **SPACE REQUIREMENTS**

The size of the venue that you select for your event will influence the number of participants that can safely attend. It is important to have adequate space to enable physical distancing of 6ft or more.

- Since attendance at events is often fluid, each event should have a door monitor to maintain an accurate count of attendees for the duration of the event.

### Physical Distancing Room Square Ft Space Calculator 6 Feet Apart.

# of People	Square Ft Space Required
2	72
3	108
4	144
5	180
6	216
7	252
8	288
9	324
10	360

### Event Guidelines

## **EVENT ASSESSMENT**



In addition to the venue size, the event type may influence the likelihood of disease spread. As you begin planning your event, it is critical to ensure that the interaction you are expecting is consistent with appropriate physical distancing. If you can answer YES to these questions, you are on the right track.

## **EVENT TYPE ?'s**

1. Can you **PREDICT** the behavior of participants at your event?
2. Will you be able to **PROVIDE DIRECTION** to your event participants?
3. Will you be able to **CONTROL PARTICIPANTS**, if need be, at your event?

**WEAR YOUR MASK AT EVENTS  
AND IN PUBLIC SPACES ON CAMPUS.**



## Event Guidelines

# VENUE SET-UP



- When possible, create separate entrance and exit doors.
- Chairs must be set up with 6ft of physical distancing - front to back and side to side.
- It is recommended that an advisor or staff member should be present at all events with larger audience capacities (ballroom, auditorium, etc).
- Use a "No Mask=No Entrance" policy.
- Ensure that invited guests, performers, and off-campus attendees understand the campus rules about mask wearing and physical distancing.
- Provide directional arrows to encourage physical distancing traffic flow for participants.

## SPECIAL GUIDANCE ABOUT OUTDOOR EVENTS

Outdoor events provide the best ventilation and capacity for physical distancing. If you are planning an outdoor event, be sure to provide accommodations for attendees that may have accessibility needs. For example, if the event is on a grassy area, can a wheelchair safely navigate the terrain? Even though your event is outside, continue to require masks for participants.



## Event Guidelines

# MONITORING, INTERVENTION & SANCTIONS

Since we are all working together to keep each other safe, you can expect a staff member to stop in to your events to see if you need any help or have questions. If you have difficulty with attendee compliance, the Student Union or Security staff will be available to help. An event that is not in compliance with these guidelines may be terminated and the event sponsor may face suspension of reservation privileges.



## Event Management

# FOOD GUIDELINES

There's no question that food brings people together. As we work through COVID-19, minimizing risks to our community is paramount. Here are some temporary changes to our campus food guidance that are focused on food safety:

- Dining Centers should serve individually plated meals when possible. Self-serve stations should be eliminated.
- Current social distancing recommendations should be in place with at least a six-foot distance between people (chairs) as well as six-feet between tables.
- Students, staff and faculty must wear face coverings while on campus, and especially when inside buildings, unless eating or drinking.
- Provide a higher level of grab-and-go options in retail operations. All self-serve options should be eliminated. Special precautions must be implemented for self-serve fountain beverages, and cup and lid distribution.



- When catered food is offered at an event, encourage pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. No self-serve buffets will be permitted. If a buffet is chosen for an organizational or departmental event, Dining Services **MUST** do the serving. Buffets are fully at the prerogative of the client. Individually plated meals are encouraged. The use of disposable or single use utensils and plates are to be used as frequently as possible. Leftover food items will not be distributed.

- Potluck meals will be suspended as a campus option until further notice.

## Event Management

# FOOD GUIDELINES

•RSO's, Residence Hall groups, and others using the Dining Contract option of providing food for organizational meetings (up to \$75) must use commercially prepared products. Only individually packaged commercial food items should be used. Proper and safe food handling guidelines must be followed. Food handling procedures should include gloves, one person handling the food/plates, and always maintaining proper social distancing.



## NOT PERMITTED

- Bake sales
- Homemade food items shared in offices, meeting rooms, or other places on campus.
- Sharing of food items such as snacks, candy, and other food items which are not individually wrapped.
- The use of the CSU kitchen by cultural organizations for food events.
- The use of the Multicultural Center for food events.

## SPECIAL NOTE

- Residence Hall floor kitchens will be locked, but accessible through the front desks. Only two students will be permitted to use them at one time.
- Individuals who are invited to departmental or organizational events with food, should not feel obligated to attend if they are uncomfortable. A virtual option for attendees should be considered.

## Event Guidelines

# CONSIDER VIRTUAL ENGAGEMENT OPTIONS

How can you engage students in virtual co-curricular engagement opportunities? Consider these possibilities . . .

### ONLINE LUNCH & LEARN

Create a virtual group that offers students the opportunity to have lunch and learn about a new topic or current event. Make the event a regular opportunity to have lunch and connect online.

Rotate the convener responsibility to get everyone involved.



### NETFLIX WATCH PARTY

Host a Netflix Party and watch an educational or entertaining movie with a group of students. You can even host a discussion after the movie to increase the interaction and togetherness of the event. Try partnering with an academic course to tie your movie and discussion to an extra-credit bearing experience.

# MORE IDEAS



## YOUTUBE CHANNEL

Start a YouTube Channel that features student entertainment or student work that is relative to your department or student organization.

## VIRTUAL STUDENT ORGANIZATION MEETINGS

Get your student organizations excited about continuing their work virtually. You may even find that it's easier to get together in a virtual environment at a time that works for everyone.



## FACEBOOK LIVE

Use Facebook Live to bring people together in a planned or spontaneous way. You can engage current members and even use your broadcast as a way to recruit involvement from students new to your group.



# EVEN MORE IDEAS



## SMALL FORUM OR GROUP ACTIVITIES

Use Zoom to host small group activities virtually. Start out as a big group and then divide into smaller groups in various Zoom rooms. You can even hold social hours virtually.

## WORLD RECORD BREAKER

Break a world record in a virtual format. Be creative and get as many people involved to break a world record together. "Biggest Zoom Social Hour?"



## VIRTUAL BACKGROUNDS



Create FUN virtual backgrounds that celebrate organizational and school spirit.

# AND MORE . . .



## ZOOM LIVE HOUR

Create a Zoom Live Hour each week that features special guests like performers, the President, and other influencers.

## VIRTUAL COOKING HOUR

Feature a guest chef each week and invite people to cook along with a live cooking class offered virtually.



## VIRTUAL TRIVIA

Host a virtual trivia session. Use fun facts about your organization or an educational topic. Offer prizes for the winners.

