



## Slippery Rock University Guidelines for Hosting In-Person Events During COVID-19

This document serves as a supplement to Slippery Rock University [policies and procedures](#) regarding events, designed to provide an effective planning schedule and to address safety and security measures that may be appropriate for a wide array of events.

**In-person events are only permitted if Butler County is in the [“Green Phase” of reopening](#), as designated by the Commonwealth of Pennsylvania.**

**These guidelines will apply to all in-person events, held by all University stakeholders including faculty, staff, students, administrators, alumni, and campus guests.**

***An in-person event is defined as any planned or spontaneous gathering of 11 or more people, indoors or outdoors, where any portion of the event will be held on property owned or controlled by Slippery Rock University, or hosted off-campus by a Slippery Rock University department, program, or recognized student organization.***

Examples of in-person events include but are not limited to faculty, department or student organization hosted meetings, trainings, performances, celebrations, rallies, demonstrations, social gatherings, lectures, forums, speaker presentations, conferences, or recreational or sporting events.

Individuals and groups hosting an event must follow the Center for Disease Control (CDC) and Pennsylvania Department of Health (PADOH) guidance for mitigating the spread of COVID-19 (Appendix A). The event host(s) must also agree to monitor public health indicators, adjust orders and restrictions. **Either the University or the event host(s) may cancel if the newest information advises them to do so.**

### **Event Guidelines**

All event organizers must comply with the following guidelines for planning an in-person event:

#### ***Requirements***

All event host(s) **must** do the following:

- A. **Training:** All faculty, departments and student organizations hosting an in-person event of 11 or more people, must participate in the University COVID Mitigation In-Person Event Training a minimum of two weeks prior to the event. Training dates and times will be listed on [CORE](#).
- B. **Occupancy:** Events must adhere to the relevant capacity limitations of the facility or venue. **Indoor events may not exceed 25 persons and outdoor events may not exceed 40 persons**, regardless of the facility or venue occupancy. The occupancy limit includes event guests, event host(s), and staff or volunteers working the event.
- C. **External Guests:** Event guests may only include current SRU students, faculty, and staff. External guests and the general public are prohibited from attending in-person events, with the

*\*This living document will see continued revision on new guidance from referenced sources as COVID-19 continues to abate.*

exception of a contracted speaker or performer; or prospective students and families registered with the Office of Admissions.

- D. **Food and Beverage:** All food and beverage at events must be provided and distributed by AVI. Host or guest prepared food or beverage is prohibited (i.e. potlucks, bake sales). All in-person events whose sole purpose is to sell food are prohibited (i.e. bake sales, spaghetti dinner, pancake breakfast or delivery).
- E. **Attendance Tracking:** Event host(s) must track attendance of all participants and maintain record of attendees for a minimum of one year. Attendance must include name, email and telephone number of attendees, event host(s), and those working or volunteering at the event. This information may be utilized for contact tracing purposes in compliance with federal and state privacy regulations.
  - a. Student organizations must utilize the [CORE or the Corq Mobile Event Pass](#) to track attendance.
  - b. Faculty and department may utilize other platforms to track attendance, although they may utilize [CORE or the Corq Mobile Event Pass](#) if desired.
  - c. For additional assistance to utilize CORE or the Corq Mobile Events pass, contact the Office for Student Engagement and Leadership at [leadership@sru.edu](mailto:leadership@sru.edu).
- F. **Signage:** If the facility or venue does not have signage posted to promote social distancing and properly wearing a face covering, event host(s) must provide and post signs in highly visible locations at the event (i.e. entrances, restrooms). Sample signage is available on the [Student Center and Conference Services CORE page](#) under “Documents.” Stickers are not permitted to be attached to sidewalks, roads, etc.
- G. **Social distancing:** Event host(s)s, workers/volunteers, and attendees must remain 6 feet apart at all times, excluding immediate family members, caretakers, household members, or romantic partners.
- H. **Face coverings:** Event host(s)s, workers/volunteers, and attendees must wear face coverings in accordance with CDC recommendations, PA Department of Health, and Slippery Rock University.
- I. **Notification to guests:** At the beginning of the event, a policy statement must be read (Appendix). The policy statement is available on the [Student Center and Conference Services CORE page](#) under “Documents.”
- J. **Cleaning and Disinfecting:** No later than 48 hours prior to the event, the event host(s) must check with the facility staff to determine responsibility of event host(s) for cleaning and disinfecting.
- K. **Hand Sanitizer:** If the facility or venue does not provide hand sanitizer, event host(s) must provide their own hand sanitizers at the point of entry and exit to the event.
- L. **Event Layout:** Tables and chairs in the facilities cannot be moved, removed, or added during the campus event.

## **Considerations**

In addition to what is required, all event host(s) should **consider** the following in planning an in-person event:

- A. Prioritize outdoor venues where social distancing can be maintained as much as possible.
- B. Limit the number of guests. Events must adhere to the relevant capacity limitations and approved time of reservation.
- C. Utilize an RSVP or reservation system to reduce and manage the number of attendees. [CORE](#) can be utilized to [track RSVP and reservation information](#).
- D. Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county).
- E. Limit the length of events and breaks to shorten the time attendees are exposed to each other.
- F. Limit speakers and live performances and avoid the sharing of microphones or other equipment that may pose a health risk.
- G. Limit person-to-person contact by providing event documents, such as programs or post-event evaluations, in electronic form. Sharing or exchanging materials of any kind poses an increased risk of transmission/spread of COVID-19 and should be avoided. [CORE](#) can be utilized as a post-evaluation tool.
- H. Monitor entrances and exits to prevent congregation and consider staggering arrival times to ease crowds at access points.
- I. Conduct temperature checks of guests upon arrival. Anyone with a temperature higher than 100.4 will not be permitted to attend. If SRU has a suspected case of COVID-19, the event may be cancelled, or guests may be required to participate in temperature checks prior to entry into an event, facility, or area.

## **Enforcement**

- A. Individuals or groups who violate these guidelines will be instructed by the responsible official or their designee to cease and desist. Responsible officials include the University Police, Environmental Health and Safety, public health officials, facility or venue manager, and/or University-appointed designees.
- B. Individuals or groups who violate these guidelines will not be permitted to reserve any facility on campus for the remainder of the semester. All scheduled reservations by the violating individual or group will be cancelled.

### **Responsibility for Implementation**

All members of the Slippery Rock University community are responsible for administering these guidelines.

### **Scope**

These guidelines shall apply to all employees of the university, including faculty, staff, contract employees, student employees, and volunteers; university recognized student organizations and their members; and third party organizations or groups who seek to host events on property owned or controlled by the University, to include buildings and grounds.

*Approved by Cabinet: July 1, 2020\**

*Revised: August 5, 2020 (25-person maximum for indoor events)*

*Revised: August 6, 2020 (revised definition to include off-campus events; external guests prohibited)*

*Revised: August 20, 2020 (revisions to signage; attendance to include name, email, and phone)*

*Revised: October 7, 2020 (removed statement of occupancy per the Governor's order; occupancy limits remain at 25 for indoor events and 40 for outdoor events.)*

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## Appendix A

### Guiding Principles and Risk Assessment

The *Slippery Rock University Guidelines for Hosting In-Person Events and Meetings During COVID-19* were developed using the following resources:

[Considerations for operating institutes of higher education](#)

[Considerations for events and gatherings](#)

[Considerations for restaurants and bars](#)

[PA Guidance for businesses in the restaurant industry](#)

Event host(s) should consider the risk of the intended event prior to submitting a facility reservation request. The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spreading at events and gatherings increases as follows:

- **Lowest risk:** Virtual-only activities, events, and gatherings.
- **More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
- **Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

## **Appendix B**

### **Notification to Guests**

Hello, before we get started, I would like to read the following policy statement:

Due to COVID-19 the following guidelines will need to occur according to the PA Dept of Health, CDC and Slippery Rock University:

- Everyone is required to wear a mask while indoors except when eating
- Remain a minimum of 6 feet social distance at all time
- Try and limit touch points and remember to utilize the marked entries and exits to the room
- Make sure to wash your hands when necessary or utilize hand sanitizer if you are unable to wash your hands

Following these guidelines will help protect you and all other occupants of the building. We appreciate all you are doing to help protect our Slippery Rock Community. Thank you!