

# Guidance for Holding Campus Events and Activities at SUU

The State of Utah continually provides updates to guide our behaviors with the goal of keeping colleges and universities open. Event organizers and attendees are expected to strictly follow the guidelines below. *(Updated April 20, 2021)*

## **ORGANIZER RESPONSIBILITIES**

- Organizers must download, fill out, and submit the State of Utah’s “[Event Management Template](#)” and email to Mike Humes, Director of Safety and Risk Management, at [humes@suu.edu](mailto:humes@suu.edu) and Lauri Garfield, Manager of Guest Services and Centralized Scheduling at [garfield@suu.edu](mailto:garfield@suu.edu).
- Organizers should encourage strict hygiene standards by:
  - Offering hand sanitizer for attendees
  - Regularly disinfecting high-touch areas at the event (e.g. door handles, buttons/switches, countertops, handrails, surfaces, equipment, etc.) and making cleaning supplies available throughout the event and posting signs encouraging attendees to clean spaces and equipment after use. Event organizers are responsible for providing their own cleaning supplies.
  - Limit any sharing of tools, food, equipment, etc. between staff during the event.
  - Provide physical guides (tape on floor, stanchions, etc.) for social distancing for all lines (Entrances, exits, food stations, etc.)
  - Provide separate writing utensils craft supplies, papers, etc. to ensure there is no transmission from person to person.
  - Organizers should plan for as touchless of an experience as possible at their event. Strive for a paperless experience.
- Organizers should encourage all attendees to do a quick symptom check before entering the event or activity.
- Organizers should remind attendees of [COVID-19 prevention guidelines](#) on all promotions, posters, announcements, emails, social media posts, and at the entrance of the event/activity.
- Organizers must require and remind attendees that face coverings be properly worn at all indoor events. For events held outdoors, organizers must require and remind attendees that face coverings be properly worn where social distancing is not possible.
- Organizers should plan activities that limit physical interaction and close contact among attendees and allow for proper social distancing standards.
- Organizers should defer to the university scheduling office for the “adjusted capacity” of specific rooms and spaces (based on airflow, space dimensions, amount of time spent in the facility, etc.).
- Organizers should not move furniture; furniture has been set apart at a distance of 6 feet.
- Organizers should plan for multiple entrances and exits that are properly marked that discourages crowding.
- Organizers are encouraged to borrow remote sneeze guard plexiglass barriers from the Student Involvement and Leadership Office where attendees are unable to be six feet apart.
- Organizers must track attendance for contact tracing purposes. Event organizers must do one of the following:
  - Swipe ID cards for all attendees to capture attendance records by using the SUU App. Please work with the Student Involvement & Leadership (STIL) Office to create the event and give student leaders ID swiping access. This method is preferred for large group gatherings with 50 or more people anticipated audience size.
  - Keep attendance via paper and pen using this [tracking sheet](#) and turn in the attendance roster to the STIL Office (Student Center room 177). Copies of the tracking sheet can be picked up in the STIL office or downloaded from their [website](#).
- When serving food, Organizers must:
  - Encourage six-foot social distancing for all lines.
  - Use contactless “to go” catering options when possible.
  - Banquet style dining shall maintain six feet social distancing between parties of different households.
  - Buffet style dining shall be attendant-served using disposables and buffet tables shall be equipped with sneeze guards.

- Servers shall take the following protective measures:
  - Wear gloves and change them as often as they become soiled
  - Wear an appropriate mask
  - Serve from behind a portable sneeze guard
  - Serve using disposable plates, cups, silverware etc.

#### **ATTENDEE EXPECTATIONS**

- Attendees must properly wear face coverings (e.g. mask, scarf, gaiter, bandana) if the event is held indoors. If the event is outdoors, attendees must properly wear a face covering where social distancing measures are difficult to maintain.
- Attendees should follow strict hygiene standards:
  - Use hand sanitizer throughout the event
  - Avoid touching your face
  - Cover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands)
  - Do not shake hands
- Attendees should maintain proper social distancing during the event or activity.
- If attendees are symptomatic or have been exposed, they should not come to campus/the event should be cancelled.

**Organizers of the activity or event will be held responsible for ensuring that all the guidelines outlined above are followed. Southern Utah University reserves the right to cancel or end an event early that is not strictly following the guidelines outlined in this document.**