

Georgia Institute of Technology

Campus Events in the Covid-19 Environment

Effective 8.5.20

Purpose of This Document

The purpose of this document is to provide guidance for activities occurring on campus in Fall 2020 that involve multiple individuals gathering in a single location on the Georgia Tech campus or sponsored by Georgia Tech for purposes other than classes, professional education programs, or department meetings.

Event Spaces

We highly recommend that events take place in large outdoor spaces or spaces that are pre-approved and have a dedicated event coordinator to ensure that proper health and safety protocols are followed. These pre-approved indoor spaces include:

- Academy of Medicine
- Campus Recreation Center
- Clough Undergraduate Learning Commons
- Exhibition Hall
- Ferst Center for the Arts
- Georgia Tech Research Institute Conference Center
- Georgia Tech-Savannah PARB or ELAB
- Global Learning Center
- Student Success Center
- Wardlaw Center
- West Village

Events outside of these spaces are subject to review by the Event Logistics Committee (ELC) to confirm their booking request.

Review and Approval Process

Event Logistics Committee

The ELC will meet at least every two weeks to approve outdoor events or events not in a pre-approved space.

The ELC will temporarily expand to include representatives from Institute Communications, Environmental Health and Safety, and Building Services.

Pre-Approved Event Spaces

The event coordinator for pre-approved event spaces (see above) will provide a listing to the ELC of all events for review on a biweekly basis. Clients will not be required to individually submit their event for these spaces. Select events with high attendance or complicated setups may be asked to present their safety protocols to the ELC.

Event coordinators who oversee pre-approved spaces will undergo training for event safety protocols.

Outdoor and Additional Campus Spaces

Advance approval is required and will be part of the approval process for space utilization. Space reservation requests will remain tentative in the Event Management System (EMS) until the ELC reviews the event. After review, the reservation will be confirmed or the planner will be asked to shift to a virtual event.

Approvals will be considered according to the following criteria:

- a. Number of attendees
- b. Location
- c. Setup/configuration (fixed or dynamic)
- d. Audience composition (i.e., if it includes participants external to Georgia Tech)

This information will be gathered when the space reservation is made and used to determine the approval path.

Event planners can anticipate their approval process based on their event level. Your event level will be determined by the chart below.

Event Level	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Number of attendees	Up to 15 people attending	16 to 50 people attending	Over 50 people attending	At least 25 people attending
Location	Inside	Inside or outside	Inside or outside	Inside or outside
Configuration	Fixed	Fixed	Dynamic	Dynamic
Audience	Internal only	At least 50% internal audience	At least 50% internal audience	More than 25% external
Approval path	Automatic	Expedited	Full review required	Full review required

Fixed: Attendees are seated for the duration. Room configuration does not change existing setup.

Dynamic: Attendees will be moving around for the majority of the event.

Automatic: No additional information is required for approval decision.

Expedited: Additional information required via email prior to approval.

Full review: Planner is required to present at the ELC prior to approval.

Student Events

Student events or meetings with over 15 attendees that are not taking place in a pre-approved space must have an event facilitator. Campus Services will coordinate with the primary contact to provide an event facilitator.

Safety Protocols

Regardless of space selection, all events are expected to meet the following requirements:

Before the event

- Create an event RSVP form that captures your guests' names and contact information (email preferred).
- Communicate campus safety requirements with guests in advance.
- Consult with any external partners, vendors, or contractors to ensure they are abiding by safe practices. This includes:
 - Wearing proper PPE while prepping food.
 - Having procedures in place if a staff member shows signs of Covid-19.
 - Disinfecting rental equipment between uses.

At the event

- Provide a sign-in sheet or check-in system based on your event RSVP to confirm all attending guests.
 - Student organizations are encouraged to use Engage.
 - Event planners are required to keep this information for at least four weeks after an event.
- Setups must allow for a minimum of 6 feet of social distancing.
- Explain your health and safety plan to event staff and volunteers. This should include:
 - Polite ways to enforce social distancing.
 - Procedures for a guest who is not wearing a facial covering inside.
 - What to do if a guest is showing symptoms.
- Whenever possible, provide face coverings to attendees, staff, and volunteers.
- Utilize health screening protocols that are feasible, cost-effective, and aligned with University System of Georgia, Georgia Department of Public Health, and the Governor's Covid-19 Task Force guidance and directives. This may include:
 - Asking guests to complete a short questionnaire before entering an event.
 - Taking guests' temperatures.

Event planners can find additional information and resources at specialevents.gatech.edu.

Campus Visitors

Departments hosting a campus visitor who is meeting with more than 15 people are responsible for maintaining information about whom the visitor came in contact with for a period of at least four weeks after the visit.

Tabling

Tabling will be allowed on campus in limited capacity. Organizations or departments hosting a table should remain behind their table to maintain 6 feet of distance. Flyer handouts are discouraged; groups are encouraged to use QR codes. Any swag distributed must allow for individuals to maintain six feet of distance and avoid hand-to-hand pass off. Food sales are not permitted unless the group holds a health inspection certification.

Last Updated: September 14, 2020