

Georgia Institute of Technology
Campus Events in the Covid-19 Environment
Effective 1.14.21

Purpose of This Document

The purpose of this document is to provide guidance for activities occurring on campus in Spring 2021 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.

We will continue to update this document as public health situation changes.

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.

Gatherings of less than 15 people that are using an internal conference room that are not a part of EMS are not required to go through an approval process but are expected follow our best practices.

Reservable Tents

Beginning January 2021, tents around campus will be reservable for students, faculty, and staff. Tents will be listed in the campus reservation system under outdoor event spaces.

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 return with required adjustments.

Review Process

The event approval path is based on attendance, location, and event setup. This information will be gathered when the space reservation is made.

- Events that have 15 or less attending and a fixed configuration inside will be automatically approved.
- Events with 16 to 50 people and a fixed configuration inside will have an expedited review.
- Events with either 50 or more attending, a dynamic setup, or using an outside space reserved through EMS will go through the full review process.

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 or the planner has made a significant change to an existing floorplan for a room.

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 or sponsoring staff member involved.

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 required to use Engage.
 - Event hosts are required to keep this information on file for at least four (4) weeks after the event date.
- Setups must allow for a minimum of six (6) feet of social distancing between individuals.
- 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 based on [our daily checklist](#)
 - Taking guests' temperatures

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

Campus Visitors and Sponsored Visits

Departments hosting visitors, including research sponsored visits, are responsible for maintaining information about whom the visitors met with for at least four weeks after the visit.

Recruitment Tours

Departments hosting recruitment events and tours must refer to the On-Campus Recruitment Program Recommendations documentation and must coordinate with the Office of Undergraduate or Graduate Affairs for requirements and best practices.

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 (including bake sales) and food giveaways are not permitted unless the group holds a health inspection certification.

Last Updated: November 12, 2020