

Interim Policy and Procedure for Events and Lectures During COVID-19

This policy and procedure document is in effect for events, meetings, gatherings, guest lectures, and academic field trips for the fall 2020 and spring 2021 semesters.

An event on campus is an in-person gathering that is not part of an academic course published in the Baylor schedule of classes. An academic event is an event that originates within Academic Affairs and that may or may not be tied to an academic course.

All events and academic events must adhere to all of the University's COVID-19 safety guidelines and must be approved by the appropriate vice president within each area. Academic events must be approved by the Office of the Provost following the process outlined below.

Events, both academic and otherwise, may include indoor and outdoor gatherings, on-campus and off-campus events, co-curricular and extra-curricular programs, conferences, meetings, and guest lectures.

The University has adopted a "Phased Approach" to hosting in-person activities and institutionally sponsored events. Movement between phases is determined by ongoing evaluation of trends based on the presence of COVID-19 across campus and is determined by President's Council. Currently, the following guidance is provided for hosting on-campus events:

Events on campus in Waco are currently limited to 10 participants, with the exception of:

1. Events being held in venues within University approved COVID-19 plans (i.e. lectures in auditoriums);
2. Athletic events held under the guidance of University and City of Waco approved COVID-19 plans (i.e. football games);
3. Student-sponsored events meeting indoors within stated room capacity and a cap of 50 participants or meeting outdoors with a cap of 75 participants (All student organization sponsored events are organized with the approval and guidance of Student Activities); or
4. On-campus, non-academic institutionally sponsored events capped at 250 participants that also include adequate staff support to ensure that risk compliance, public safety, and environmental health are addressed (All institutionally sponsored events are reviewed by the Health Management Team).

Any institutional events held outside of the current guidance will be reviewed by the Health Management Team in conjunction with McLennan County officials and the President's Council (e.g. Homecoming).

When planning an event, all proposers first should consider an online format for their event. If an online format is not feasible, please consider the following recommendations and how each will be achieved:

- Ensuring compliance with the University's Interim Face Covering Policy.
- Providing face coverings to those who do not bring their own.
- Encouraging adequate social distancing and hand hygiene.
- Reminding attendees to stay home if sick.
- Maintaining a record of attendees (for contact tracing purposes).
- Preparing all attendees for the possibility of cancellation. Events are given conditional approval based on COVID-19 metrics and could be cancelled if needed.

- Avoiding the serving of food or drink. If providing meals, please note that group meals are problematic and have been a source of viral spread within our campus community. If the program chooses to provide meals, then the following is recommended:
 - No buffet or self-serve options
 - Recommend packaged meals and drinks with individually wrapped utensils and condiments
 - If possible, eat outside with distancing in place
 - If eating inside is the only option, recommend social distancing and using dividers and limit time for eating to prevent extended time when masks are not worn
- Reducing event density. The number of attendees must not exceed the cap of 25% of the venue's capacity.
- Plans to contact Environmental Health and Safety (EHS) to ensure the space is cleaned after the completion of the event.
- Plans to isolate, manage, and address the needs of people if they become sick.

Further information

CDC Considerations for Events and Gatherings. <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Process for Submitting and Reviewing Requests within Academic Affairs

Any faculty or staff member within Academic Affairs who wishes to propose an event (to include guest lectures, gatherings with students outside of regularly-scheduled class times, field trips, or other student-related travel) during the fall 2020 and spring 2021 semester should begin by submitting that request and the event checklist below first to the appropriate department chair, then to the relevant dean's office, and then to Wes Null for undergraduate programs, Larry Lyon for graduate programs, and to Gary Carini for graduate professional programs. Each of these vice provosts will work with Provost Nancy Brickhouse to review and prioritize the request. If approved by the Office of the Provost, the request will then be reviewed by the Health Management Team (which will include reviews by Environmental Health and Safety and the Department of Public Safety) and then the President's Council for final approval.

Submission Process

- Proposals for academic events should follow the steps outlined above for submitting and reviewing requests that originate from within Academic Affairs.
- Student organization sponsored events should be submitted to the Department of Student Activities through Connect.
- On-campus, non-academic institutionally sponsored events should be submitted to the Health Management Team by emailing Sharra Hynes.
- Institutional events that may fall outside of the current guidance should be submitted to the Health Management Team by emailing Sharra Hynes

--Revised by W. Null and S. Hynes on October 27, 2020

--Approved by President's Council on October 30, 2020

COVID-19 Event Checklist

Event			
Coordinator/sponsor	Name	Phone number	Email
Department hosting			
Number of attendees			
Are attendees traveling from other domestic and international areas?			
Proposed location and size (Sq. Ft.)			
Density/occupancy (i.e. venue can accommodate 400 people, but event will be limited to 100 people)			
Guidance	Yes	No	If no, justification
Will attendees be required to wear face coverings?			
Will there be 6 feet separation between attendees?			
Does the event include activities where attendees will be closer than 6 feet for greater than 15 minutes?			
Will you communicate with participants that the event could be cancelled?			
Will attendance remain within the 25% capacity limit?			
Will cleaning occur before, during and after the event?			
Will you keep a record of attendance?			
Does the location have hand washing and/or hand sanitizer stations? [Outline total number and type]			
Will communication be provided to attendees reminding them if they are sick not to attend the event?			

Do you have a plan to isolate, manage, and address the needs of people if they become sick?			
Will your event serve food, and have you met the above conditions regarding the serving of meals?			
Department/Event Host Comments (i.e. safety measures)			
Signature: _____ Date: _____			