

Fall 2020 Events Protocol

All event protocols are subject to local, state, and federal guidelines, as well as CDC recommendations. These protocols should be considered fluid and this document may be updated at any time. It is important that potential event hosts routinely check events protocol for updates.

General guidelines

Events will be permitted with limitations on size dependent upon venue size. The following 11 guidelines are in place to promote the safety of event hosts, attendees, and the general University community. When events are permitted, these guidelines should be followed:

- **Size limits & social distancing:** Events will only be permitted if the proposed venue size can accommodate the anticipated number of attendees with proper social distancing of six feet. The University has determined the maximum number of persons permitted in spaces around campus, which is included in this document. This information will be considered during the event approval process.
- **Attendance:** If attendance in a venue reaches max capacity event hosts will be asked to implement a “one in, one out” policy to maintain proper social distancing. Any individuals waiting outside a venue will be asked to maintain proper social distancing in that area. If the area is small, such as a hallway, the event hosts may ask those waiting to move to a larger lobby area until space becomes available in the event venue. Event hosts should consider when they plan to open doors to ensure that people are not congregating just outside the venue and that a bottleneck isn’t created when people try to enter the space. We recommend opening venues at least 15 minutes in advance of the event start time.
- **Hand sanitizer:** All event attendees will be expected to either wash their hands or utilize hand sanitizer upon entering and exiting an event.
- **Check-In:** Events hosts will be responsible for maintaining attendee records at all events.
 - Student organizations and departments that utilize FalconLink can check in attendees utilizing the FalconLink check-in app.
 - Student Life can provide access and training for departments who wish to utilize FalconLink for their events.
 - Departments who do not use FalconLink will need to maintain their own attendance log. One person should sign everyone in and maintain the log, rather than passing it between attendees.
- **Signage:** We recommend this signage be printed and posted at all events for reminders of safe practices.
 - [Wash Your Hands](#) sign
 - [Cover Your Cough](#) sign
 - [Covid-19 Case Management](#) sign
- **Set-ups:** Rooms are set up for appropriate distancing and event hosts should use space as-is. Any rearranging of furniture will require approval from Physical Plant and this request should be included in your event request. Event hosts will be expected to wipe down surfaces prior to and after the event. Sanitation supplies will be provided.

- **External attendees/guest speakers:** External attendees and guest speakers are permitted; however, wearing a mask on campus will be required. Event hosts may want to plan to host guest speakers remotely, which can be streamed through Microsoft Teams or other platforms.
- **Food:** All on-campus events should utilize Chartwells for catering. Chartwells will have a 3-tiered contactless catering option and have protocols in place to safely cater events.
- **Handouts:** Event hosts should share handouts electronically when feasible. This can be done several ways, including being emailed before or after the event, being included in the event listing on FalconLink, or via a QR code during the event.
- **Giveaways:** Giveaways are permitted but proper set-up should be considered. Set up giveaways such that attendees only touch what they are taking. Event hosts should make sure to wash their hands or use sanitizer before handling any giveaways.
- **Fundraising:** Fundraising is still permitted. However, organizations should be cautious when exchanging money and should consider alternate ways of accepting payments. Organizations should also utilize hand sanitizer between transactions.

Large-Scale University Events

Large-scale University events will be reviewed on a case by case basis. Event hosts, the UTPB Physical Plant, UTPB Environmental Health and Safety, UTPB Police Department, and any other necessary departments will be included in conversations to maintain safety at these events.

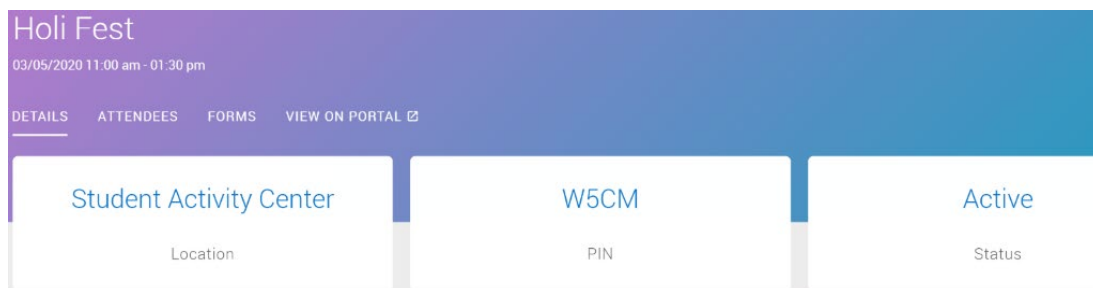
Approvals & Cancellations

When an event is approved either via FalconLink (for student organizations) or SchoolDude (for departments), the event hosts must understand that the approval can be rescinded at any time should CDC guidelines, or local, state, or federal policies require changes to our processes.

We recommend that event hosts have an alternate, virtual plan for their event should a cancellation occur. If a cancellation needs to occur event hosts will be contacted as soon as possible and the reserved space will be released.

Event Request Process for Student Organizations

1. Student organization reviews event protocols to make sure they understand current procedures.
2. Student organization submits an event request form via FalconLink while paying special attention to the selected venue and capacity of that space.
3. If the event is approved, space will be reserved and the organization will be notified. An approved event generates a unique pin that can be found within the approved event in FalconLink.



Holi Fest
03/05/2020 11:00 am - 01:30 pm

DETAILS ATTENDEES FORMS VIEW ON PORTAL

Student Activity Center	W5CM	Active
Location	PIN	Status

4. Student organizations are required to check-in attendees at their event. This can be done through the CheckPoint by Presence mobile app, available for both iOS and Android devices.
 - a. Download the app
 - b. Enter the unique pin for the event
 - c. Begin checking in attendees using their ID number. *Organizations can check in attendees one hour in advance of the event start time through one hour after the event end time.*
 - d. Participants can maintain a minimum 6 feet of distance and tell their ID number to the hosts, who can type in the ID manually to check them in. We do not recommend sharing IDs for barcode scanning.
 - e. If the event hosts are unable to utilize the app they can record attendance and upload the list of attendees to FalconLink after their event.



CheckPoint by Presence

Presence, Inc. Business

Everyone

This app is compatible with your device.



Request Process for University Departments

1. University department reviews event protocols to make sure they understand current procedures.
2. Department submits a room request via SchoolDude while paying special attention to the selected venue and capacity of that space.
3. If space is available the event will be approved and the department will be notified.
4. The department is required to check-in attendees at their event. This can be done by sign-in sheet or through the CheckPoint by Presence mobile app if the department and their event are listed in FalconLink. *If a department wishes to use FalconLink, please follow up with Adrian Lodge at lodge_a@utpb.edu to coordinate a quick training.*

Event spaces

Since events are limited by the capacity of the requested venue it is important for event hosts to know which rooms are available and the limitations of those spaces. A chart of commonly used event spaces is included below.

Room	Capacity	Technology	Limitations
MB 2130A/B (MPR)	18	None*	The MPR is set up for class use and is unavailable Mon-Thurs before 8pm or Fri before 12pm. The space is divided into 3 separate spaces and that set-up will not be changed for events.
MB 2130C/D (MPR)	18	None*	Same as above
MB 2130E (MPR)	30	Computer/Projector Speakers Microphone	Same as above
MB 2110	20	Computer/Projector	Furniture is spaced for six feet of distancing. Any change in set up must be coordinated with the Physical Plant.
SAC 100 (Lounge)	50	Sound system	Furniture is spaced for six feet of distancing. Any change in set up must be coordinated with the Physical Plant.
SAC Fishbowl	10	None	Furniture is spaced for six feet of distancing. Any change in set up must be coordinated with the Physical Plant.
Gymnasium 101	300	None	The gym is shared with Athletics (practices & games).
Gymnasium 201	45	None	The gym is shared with Athletics (practices & games).
Library 001	38	Computer/Projector Speakers	This is a classroom and classes will have priority use of the space.
Library 002	40	Computer/Projector Speakers	This is a classroom and classes will have priority use of the space.
S&T 1010 (Cooper)	58	Computer/Projector Microphone Speakers	This is a classroom and classes will have priority use of the space.
S&T 1110	32	Computer/Projector Speakers	This is a classroom and classes will have priority use of the space.

*There may be portable equipment available for these spaces. Any technology needs must be included in your event request.

Building lobbies (Mesa, SAC, Library, Gym, etc.) are not on the list. These spaces cannot be reserved for events or tabling. All tabling must occur outdoors.

Outdoor spaces (SAC patio, Mesa Courtyard, Quad, etc.) are available for reservation if six feet of distancing can be maintained during the event.

If a potential space is not on the list departments can email persely_j@utpb.edu and student organizations can email lodge_a@utpb.edu for more information.

Questions

University departments: Jennifer Persely, (persely_j@utpb.edu)

Student organizations: Adrian Lodge (lodge_a@utpb.edu)