



CAMPUS EVENT REQUIREMENTS FOR FALL 2020

Campus Events Task Force
University of Missouri–St. Louis

Updated October 9, 2020

CAMPUS EVENT REQUIREMENTS

The University of Missouri–St. Louis encourages events and gatherings to maintain the social fabric of campus life and embrace the exchange of ideas and information as well as provide entertainment and personal growth. In response to the COVID-19 pandemic, the Campus Events Task Force recommended and the Executive Policy Group approved the following campus events requirements to prioritize the health, safety and wellbeing of our students, faculty, staff and external community.

Beginning August 1, 2020, the university will prioritize the support of internal, university-sponsored events and restrict the use of campus facilities for external groups. In an effort to align with best practices in the higher education community and to mirror the maximum class size on campus, in-person events will be limited to no more than 30 people unless an exception is granted by the steering committee of the Campus Events Task Force. All external client requests will be denied unless an official exemption request is received and approved by the steering committee of the Campus Events Task Force.

The steering committee of the Campus Events Task Force is comprised of members representing key stakeholder groups, venue operators and event managers across the university. The committee includes the following individuals:

- Laura Blevins – Executive Events
- John Cattanach – Touhill Performing Arts Center
- Perry Drake – College of Business Administration
- Dorian Hall – Millennium Student Center/Event Services
- Nicholas Kedzuch – UMSL Athletics
- Jessica Mode – Office of Student Involvement
- Timothy Wombles –Marketing and Communications

INTERNAL EVENTS

When considering whether or not to host an in-person, university-sponsored event, campus stakeholders including student organizations must consider alternative options whenever possible. Staff in UMSL Event Services, Touhill Performing Arts Center and Mark Twain Athletic Facility who are responsible for managing event intake and booking will work directly with campus clients to address the following questions prior to confirming venue reservations.

Planning Questions to Address

1. Is this event necessary? Can the desired outcome be achieved through an email, newsletter or recorded video message to be viewed when convenient?
2. Can this event be held virtually? Can the outcome be achieved through Zoom, Microsoft Teams, live streaming or another method? Does everyone need to be in the same physical space or will a virtual space work fine?

3. Can the event be blended by having some in-person and some remote elements? Who needs to be in the same physical space? Who can participate remotely? How will you accommodate those that can't or don't feel it is safe to attend an event in person?
4. Will your venue support your expected attendance? Does the venue allow for proper social distancing of at least six feet? Does the venue have the ability to stream or record events for those that can't or don't feel safe to attend?
5. How are you limiting capacity?
6. How are you recording attendance at the event? Name, phone and email is the minimum information to be collected. Pre-registration and checking people in are preferred to on-site signup sheets.

Regardless of whether an approved university-sponsored event is occurring at an on-campus or off-campus venue, internal clients engaged in events that include a face-to-face format must follow all ***Foundation Guidelines for Events***.

Foundation Guidelines for Events

1. The social distance capacity for a venue must adhere to the minimum six foot distancing for up to 30 attendees inclusive of staff, hosts and participants. Venue operators and event hosts should arrange furniture in event spaces to be at least six feet apart (e.g., tables and chairs). If furniture cannot be moved, venue operators and event hosts should limit furniture use to ensure social distancing requirements.
2. Family units or individuals who cohabitate will be permitted to sit together while maintaining appropriate social distance from other participants. In situations where family units or cohabitants are attending an event together, groups may not exceed a 6 person limit.
3. Contact information for all attendees will need to be gathered for every event. Pre-registration and contactless check-in methods are preferred. Event hosts are encouraged to provide opportunities for guests to check in ahead of time online. Walk-up registration should be discouraged, but if necessary for the event, client should make all attempts to implement contactless registration for guests upon arrival.
4. Face coverings must be worn by all participants throughout the event unless they are eating or drinking.
5. Food service will be limited to pre-packaged items whenever possible, however, open buffets are not allowed at this time. Food and drink should be made available during times in the event when groups will be fairly stationary as to limit mingling without a face covering.
6. Formal speakers may remove their face covering once they approach the podium as long as they maintain a six foot distance from others and will need to put their face covering back on as they leave the podium.
7. These guidelines will be applied to all university-sponsored events whether held indoors or outdoors, on- or off-campus.
8. Invitations and promotional materials for the event must clearly outline the event safety requirements and conditions expected of participants. Signage at the event will reinforce and convey this same information.

9. All participants will attest to being COVID-19 symptom free and have had no recent exposure to a positive COVID-19 case or a suspected case. Ideally this will be accomplished utilizing the Campus Screen app or by verbally asking a series of symptom check questions at entry. By entering an event the participant is acknowledging that they are symptom free and have not had recent exposure to COVID-19.
10. Venue hosts and operators should have a plan to limit congregation during event entry/exit and throughout duration of the event. If practical, the venue should designate entryways as entry-only and exit-only to reduce the likelihood of close contact and congestion points.
11. Streaming or recording of your event is not mandatory, but highly encouraged to provide access to those that can't or don't feel comfortable attending an event in person. Each venue will review available options with the client to assist with streaming or recording.

The university traditionally hosts large events to recognize institutional milestones, connect key stakeholders and celebrate student success. Although the Campus Event Requirements limit the size of in-person participation in events and activities to limit exposure to COVID-19, we understand cases may arise where a limit of 30 participants may be too restrictive to meet university goals. In cases where an internal user believes that exceeding the 30 person limit is necessary to support the university's mission, an exception must be requested and approved. The COVID-19 Event Request Form is available on the Event Services website at <https://www.umsl.edu/events>.

The steering committee, as listed above, will review all event requests and will approve whether an individual event is permitted to exceed the 30 person limit. In special cases an event may be recommended to Unified Command for additional review prior to an exception decision being made by the steering committee. Any consideration for an exemption must align with local, state or federal restrictions on gatherings and events as well as occupancy limits.

Exception considerations will include:

1. What university goals does hosting this event fulfill?
2. What is the benefit of hosting this event in person?
3. What is the rationale for exceeding the 30 person limit for participation?
4. What is the physical, political, monetary or reputation gain or risk of hosting this event?
5. Is the requested venue in a core academic or campus area that is easily accessible by the campus community or will the participants remain fairly isolated from the general campus community?
6. What additional health and safety precautions will be implemented to protect participants from potential exposure to COVID-19?

In the event an exception is approved, internal users must adhere to all **Foundation Guidelines for Events**. In these instances it is expected the social distance capacity for a venue will adhere to the minimum six foot distancing inclusive of staff, hosts and participants as well as any public

orders that dictate the maximum capacity allowed. Venue operators and event hosts should arrange furniture in the event space to be at least six feet apart (e.g., tables and chairs). If furniture cannot be moved, venue operators and event hosts should limit furniture use to ensure social distancing. Venue capacities and seating arrangements will be determined in consultation with UMSL Facilities Management and Unified Command and will include guidance or directives from local, state and federal public health agencies such as St. Louis County Department of Health and the CDC.

Cost Associated with COVID-19 Modifications

Modifications to the event policies for campus will force many internal users to hold their university-sponsored events in spaces that are normally too large for the audience they have planned. For auxiliaries and other service-based units, larger spaces traditionally come with increased cost for rental and support. Additionally, there are associated costs with providing live streaming support, which is integral to successful synchronous events at this time. Since additional venue costs should not be a limiting factor in an internal unit's decision to hold a successful event, UMSL will review the fee structure for internal groups for FY21. The event teams in venues across campus will be charged with assisting clients to provide the best live and virtual event experience possible within available resources with the understanding that associated costs may be waived. In this instance, the financial burden would shift to the venue operator or support unit rather than the client attempting to modify their event plans.

EXTERNAL EVENTS

External events should not take place on campus during fall 2020. However, the Campus Events Task Force recognizes there may be a need for an exemption process for external clients who are historic facility users and for unique situations that advance the mission of the university. The COVID-19 External Event Request Form is available on the Event Services website <https://www.umsl.edu/events>. In the event an external client should be considered for on-campus venue usage, the following process will be utilized to review the request.

External Exemption Process

External event requests will be reviewed by the steering committee of the Campus Events Task Force. In addition to the ***Planning Questions to Address*** required of internal clients, requests for external exemptions must also consider the following.

External event exemption considerations should additionally include:

1. What is the history with the client? How likely are they to respect our facilities and work with us to implement the additional precautions?
2. What is the benefit to the university for hosting this event?
3. What is the benefit to community if the event is held on campus?
4. What is the physical, political or reputation gain or risk of hosting this event on campus?
5. Is the requested venue in a core academic or campus that is easily accessible by the campus community or will the participants remain fairly isolated from the general campus community?

6. What additional health and safety precautions will be implemented to protect participants from potential exposure to COVID-19?

The steering committee, as listed above, will review all exemption requests and will approve an exemption. In special cases an external event may be recommended to Unified Command for additional review prior to an exemption decision being made by the steering committee.

In the event an external client is approved for an on-campus event, all ***Foundation Guidelines for Events*** will apply to venue usage. External clients are also required to meet additional criteria outlined below.

Additional Conditions for External Events

1. External events may include an additional charge for proper venue cleaning and disinfecting according to CDC guidelines.

To align with requirements for internal university users, any external user approved for campus rentals will be restricted to 30 participants in order to limit exposure of participants and the campus community to COVID-19. If an external user feels the limit of 30 participants is too restrictive for their event needs, an exception must be requested and approved to move forward. When an exception request is submitted, the steering committee will pay special attention to the following considerations:

1. What is the physical, political or reputation gain or risk of hosting this event on campus?
2. Is the requested venue in a core academic or campus life area or will the external participants remain fairly isolated from the general Campus community?
3. What additional health and safety precautions will the external user implement to protect participants and the campus community from potential exposure to COVID-19?

In the event an exception is approved as part of the request process, external users will adhere to all ***Foundation Guidelines for Events*** and ***Additional Conditions for External Events***. In these instances it is expected the social distance capacity for a venue will adhere to the minimum six foot distancing inclusive of staff, host and participants. Venue operators and event hosts should arrange furniture in the event space to be at least six feet apart (e.g., tables and chairs). If furniture cannot be moved, venue operators and event hosts should limit furniture use to ensure social distancing. Venue capacities and seating arrangements will be determined in consultation with UMSL Facilities Management and Unified Command and will include guidance or directives from local, state and federal agencies. Any consideration for an exemption must align with local, state or federal restrictions on gatherings and events as well as occupancy limits.

CAMPUS EVENTS TASK FORCE MEMBERS

Dan Bettmann	Campus Recreation
Laura Blevins	Executive Events
Allyson Bowes	Residential Life & Housing
John Cattnach	Touhill Performing Arts Center
Mindy Dille	Office of Student Involvement
Perry Drake	College of Business Administration
Danielle Faucett	Office of the Registrar
Kasey Fraser-Smith	Student Conduct and Community Standards
Derrick Freeman	Student Academic Support Services
Rainer Gall	Office of Student Involvement
Katie Gertler	Student Affairs
Megan Green Simonds	New Student Programs
Dorian Hall	Millennium Student Center and Event Services
Nicholas Kedzuch	Athletics
Yvette Kell	Campus Recreation
Robin Kimberlin	Student Social Services
Jessica Long-Pease	Student Affairs
Joseph Methner	Student Government Association
Jessica Mode	Office of Student Involvement
Alicia Taylor	Admissions