Introduction

As universities across the United States begin to plan and hold classes, gatherings, and events, safeguards for enhancing the protection of individuals and campus communities from the spread of coronavirus disease (Covid-19) must be carefully considered in the planning phase of the event. This policy addresses these safeguards and provides applicants with a methodology to apply guiding principles provided by the Centers for Disease Control and Prevention (CDC), the Governor’s Tennessee Pledge, and the Event Safety Alliance Reopening Guide.

Purpose

In an effort to prevent or reduce the transmission of Covid-19 and create the safest possible environment at ETSU classes, gatherings, and events where more than 50 persons will attend, Facilities Management will utilize an Event Approval Request Form to assist event planners in providing an appropriate Event Health Safety Plan that addresses safeguards such as worker health, usage of masks, physical distancing, and sanitizing.

Scope

This policy applies to all event organizers, faculty, staff, students, volunteers, service providers, and non-university community users who plan to hold an ETSU class, gathering, or event that will be attended by 50 or more persons. This policy will also apply to classes, gatherings, and events that will be attended by less than 50 persons when attainment of appropriate physical distancing is of concern. This policy applies to classes, gatherings, and events that are held either inside a building or outside. This policy does not apply to events that are held by the Athletics Department.
**Procedure**

All event organizers, faculty, staff, students, volunteers, service providers, and non-university community users who are planning to hold an event or large gathering on any ETSU campus, where it is anticipated that 50 or more persons will attend, must complete and submit an Event Approval Request Form, including an *Event Health Safety Plan*, to Facilities Management (See appendix A) at least 14 days prior to the event. This is a broad plan designed to cover many of the university’s activities, but if more details are necessary, please contact the Space Management Coordinator or anyone listed in the *Contact Persons* section of this policy.

**Responsibilities**

Facilities Management will be responsible for reviewing submitted Event Approval Request Forms, making appropriate recommendations for Covid-19 safeguards when necessary, and approving or disapproving the application. Facilities Management may conduct on-site inspections during the event to determine adherence to the organizer’s *Event Health Safety Plan*.

**References**

- Centers for Disease Control and Prevention (CDC): Considerations for Events & Gatherings
- The Event Safety Alliance Reopening Guide
- The Tennessee Pledge – Reopening Tennessee Responsibly

**Contact Persons**

Associate Vice President for Facilities Management
Assistant Vice President for Capital Planning
Executive Director of Facilities Management
Director of Environmental Health and Safety
Space Management Coordinator

Approved by: _______________________________________
William Brady Rasnick, Jr., Associate Vice President, Facilities Management

Date approved: _______________________________________
Appendix A
Event Approval Request Form

Requestor: ________________________ Date: ________________________
Telephone: ________________________ Email: ________________________
Department: ________________________ PO Box: ______________________

Name of the event:____________________________________
Event description: ____________________________________
____________________________________
Date of the event: ____________________________________
Time of the event: ____________________________________
Location of event: ____________________________________
(Please submit a plot plan of the location if an outside event)
Est. attendance: ____________________________________

Please attach a written event Health Safety Plan that addresses the following:

I. Practices for healthy workers
   a. How will event workers practice physical distancing by maintaining a separation of at least six feet away from each other?
   b. Event workers are required to wear masks.
      i. Who will provide them?
      ii. Who will ensure that event workers wear masks?
   c. Who will conduct temperature checks of event workers?
      i. Touchless infrared thermometers must be used
   d. How will the 5 employee symptom questions be administered to event workers?
      i. The 5 questions are:
          1. Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
          2. Are you experiencing a cough, shortness of breath or sore throat?
          3. Have you had a fever in the last 48 hours?
          4. Have you had new loss of taste or smell?
          5. Have you had vomiting or diarrhea in the last 24 hours?
   e. Under what conditions will event employees be sent home?
      i. Anyone displaying a temperature over 100.4 degrees Fahrenheit should be taken to a private area for a second screening. Workers confirmed to have a higher temperature should leave the premises immediately and seek appropriate medical care.
   f. How often will event workers clean their hands?
      i. Will soap and water be provided? If not, will hand sanitizers be provided? Does the hand sanitizer contain at least 60%
alcohol? Please provide the safety data sheet for the hand sanitizer to be used. Workers should wash their hands, or use a hand sanitizer, at least every 60 minutes for twenty seconds and dry with a disposable towel or dryer.

g. What screening measures and/or protocols will be used when third parties must be onsite (e.g., deliveries).

II. Sanitizing
a. Please describe how any high-touched, event specific items or equipment will be sanitized, as well as the frequency of cleaning.

III. Safeguards for Patrons
a. How will temperature checks of patrons be conducted?
   i. Patrons with temperatures above 100.4 degrees should not be permitted on-premise.

b. Where will hand sanitizing stations be located?
   i. Provide the number of sanitizing stations to be provided.
   ii. Does the hand sanitizer contain at least 60% alcohol? Please provide the safety data sheet for the hand sanitizer to be used.

c. How will patrons practice physical distancing by maintaining a separation of at least six feet away from each other?
   i. For spaces used or reserved for the event, indicate how capacity will be limited in order to provide six feet of physical distancing between patrons.
   ii. Will visual cues or physical guides be utilized if waiting lines are anticipated?

d. Patrons are required to wear masks.
   i. Will disposable masks be provided if a patron does not bring theirs?
   ii. Who will ensure that patrons wear masks?

e. Elevator use should be limited to accommodate physical distancing.

IV. Communication
a. How will messages about behaviors that prevent the spread of Covid-19 be communicated with staff, vendors, and attendees (such as on the event website).

b. How will potential language, cultural, and disability barriers associated with communicating Covid-19 information be identified and addressed.

V. Food and Beverage Service (If not provided by Sodexo)
a. Are table and chairs arranged to accommodate six-foot physical distancing?

b. Will visual cues or physical guides be utilized if waiting lines are anticipated?

c. Are physical barriers installed at the registers?
d. How often will tables, chairs, countertops, and bars be sanitized? These items should be cleaned after each use.
   i. What type of disinfectant will be used? Please provide the safety data sheet for the disinfectant.

e. How will condiments be served, if provided?
   i. Condiments should be served in single-use packages that are disposable.

f. How often will trays and tray stands be sanitized?
   i. Trays and tray stands should be sanitized after each use.

g. How will shared objects be discouraged or limited?

VI. Point of Sale Stations
a. Will barriers be used at ticket windows and point of sale stations?

VII. Safety Officer
a. Who will be assigned the role of an event safety officer?
b. What responsibilities will the safety officer be tasked with?
   i. The safety officer should enforce all aspects of the Event Health Safety Plan.
   ii. Will the safety officer have the authority to cancel the event if:
      1. Patrons are not wearing masks?
      2. Patrons are not practicing physical distancing?

VIII. Staff Training
a. Please describe how event staff will be trained on all safety protocols established in the event Health Safety Plan, including physical distancing protocol for interacting with patrons.

IX. Preparing for When Someone Exhibits Symptoms of Covid-19
a. Who will notify the Office of Environmental Health & Safety that a person exhibits symptoms of Covid-19?
b. How will a person’s attendance at the event be documented (e.g., name log, Cbord usage, etc.) if contact tracing becomes necessary due to a confirmed Covid case?

X. Management Structure
a. List the names, titles, and contact information for everyone leading the event.

Approvals:

______________________________    ____________________________
Staff or Faculty Adviser            Chair
(.Requestor to obtain signatures and forward to Kim Edwards at edwards@etsu.edu or Box 70653)
Facilities Recommendations:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Facilities Approvals: (Initials)  Notifications:

Bill Rasnick  _____  Parking Division  _____
Laura Bailey  _____  Public Safety  _____
Kim Edwards  _____  ITS  _____
Mark Jee  _____
Other  _____