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# EAST TENNESSEE STATE UNIVERSITY

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## Facilities Management

**Policy Number:** 700.40

**Title:** Covid-19 Safeguards for Classes, Gatherings, and Events Policy

**Implementation Date:** July 2<sup>nd</sup>, 2020

**Updated:** September 9<sup>th</sup>, 2020

### **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 15 persons will attend an indoor event or more than 50 persons for an outdoor event, 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.

For all other smaller events, both on and off-campus, that involve external constituents, Facilities Management will utilize a Small Event Approval Request Form (See Appendix B) to ensure physical distancing and adherence to other University Covid guidelines.

### **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 more than 15 persons for an indoor event or more than 50 persons for an outdoor event. This policy will also apply to outdoor

classes, gatherings, and events that will be attended by 50 or less persons when attainment of appropriate physical distancing is of concern. Additionally, this policy applies to other smaller events (including primarily online formats), both on and off-campus, that involve external constituents. 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 more than 15 persons will attend an indoor event or more than 50 persons will attend an outdoor event, 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. For all other smaller events (including primarily online formats), both on and off-campus, that involve external constituents, a Small Event Approval Request Form (See Appendix B) must be submitted at least 14 days prior to the event.

### **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. 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?
  - d. Under what conditions will event employees be sent home?
    - i. Anyone answering yes to one or more of the above questions must be sent home and asked to seek medical attention.
  - e. 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.

- f. 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. 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.
  - b. 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?
  - c. 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?
  - d. 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:**

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Staff or Faculty Adviser	Chair	Vice President
(Requestor to obtain signatures and forward to Kim Edwards at <a href="mailto:edwards@etsu.edu">edwards@etsu.edu</a> or Box 70653)		

**Facilities Recommendations:**

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**Facilities Approvals: (Initials)**

**Bill Rasnick** \_\_\_\_\_  
**Laura Bailey** \_\_\_\_\_  
**Kim Edwards** \_\_\_\_\_  
**Mark Jee** \_\_\_\_\_  
**Other** \_\_\_\_\_

**Notifications:**

**Parking Division** \_\_\_\_\_  
**Public Safety** \_\_\_\_\_  
**ITS** \_\_\_\_\_

Appendix B  
**Small Event Approval Request Form**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Department: \_\_\_\_\_ PO Box: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Event description: \_\_\_\_\_  
\_\_\_\_\_

Is this event primarily an online format?: Yes  No

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 provide a brief statement below that lists the precautions that will be taken to ensure proper physical distancing and adherence to other University Covid guidelines.**

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**Approvals:**

\_\_\_\_\_  
Staff or Faculty Adviser                      Chair                      Dean  
(Requestor to obtain signatures and forward to Kim Edwards at [edwards@etsu.edu](mailto:edwards@etsu.edu) or Box 70653)

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