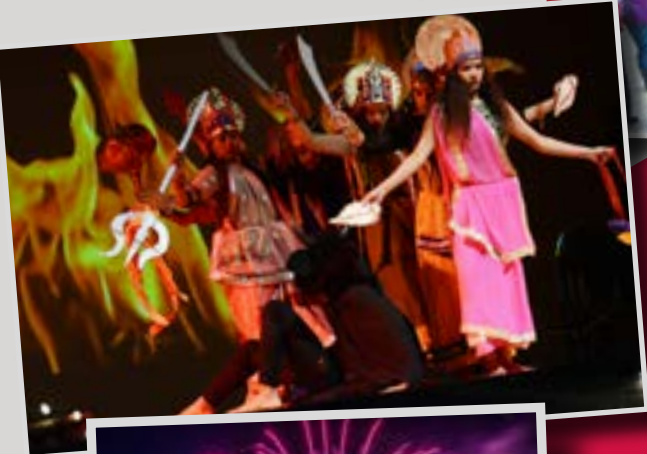




**PROTECT
THE PACK**

WE'RE KEEPING OUR COMMUNITY SAFE!

**Student Guide for Planning In-Person
Meetings and Events**



DEPARTMENT OF
CAMPUS INVOLVEMENT
ST. CLOUD STATE UNIVERSITY

TAKE STEPS TO PREVENT THE SPREAD OF COVID-19



Cover your cough



Wear a mask



Wash your hands



Physical distancing



Stay home when sick

We look forward to welcoming Huskies back to campus! It's important during this time to **PROTECT THE PACK**. COVID-19 presents many challenges for university operations, including campus and community engagement. We understand that student life outside of the classroom is vital to student success and your experience at St. Cloud State. We have committed staff that are working to provide vibrant and robust event offerings in addition to providing resources to student organizations to keep you connected to campus while practicing all the necessary safety precautions to keep each other healthy.

Understanding COVID-19 and Stay Safe MN

Adapted from the MN Department of Health

Covid-19 spreads by nose or mouth droplets when an infected person coughs, sneezes, or exhales. Those droplets can land in mouths or noses of people nearby. Droplets can land on surfaces and other objects that people touch. This is why it is important to cover your cough, wash your hands, wear a mask, and maintain physical distancing.

Minnesota Governor Tim Walz has signed a series of Executive Orders pertaining to COVID-19. Stay Safe MN is one of those orders that allows for phased approach to reopen business and social settings. St. Cloud State is closely monitoring the conditions in Minnesota and making decisions that align with Stay Safe MN to ensure the safety of our campus community. As conditions change, the order is updated. We will continue to monitor and do what is necessary to minimize the risk of spread to the campus community.

Additional information can be found at:

<https://www.health.state.mn.us/index.html>

<https://www.cdc.gov>

<https://www.stcloudstate.edu/emergency/covid19/bring-huskies-home/default.aspx>



Minimizing the Spread

Event Considerations for Event Organizers

The safest way to engage one another is virtually. It is recommended, if able and makes sense for your organization, to plan virtual meetings and events. We recognize that there is a desire to hold in-person meetings and events. To do so, events need to adhere to the university safety plans. There are several things to consider to ensure that you are minimizing the risk of spreading the virus at your event. Please consider the following information. If you're able to accommodate and plan for the information in this document, you're on your way to plan a successful in-person event by minimizing the risk of spread.

University Safety Plan

All in-person meetings and events will be required to submit a safety plan to be reviewed and approved by President Wacker or her designee. Event organizers will need to maintain attendance records, including contact information for each attendee, submit a safety plan, and ensure that safety plan is being followed throughout the event. The Department of Campus Involvement is here to assist your student organization in completing safety plans through the Event Submission Process in HuskiesConnect.

Physical Distancing

Physical distancing is defined as keeping a determined amount of space between people at events. The Center for Disease Control (CDC) recommends six (6) feet or two arms length. If planning an in-person event, you will need to consider physical distancing in your plans, room set, and lines that may form to enter you event.



Masks/Face Coverings

Students, faculty, staff, and visitors must wear a face covering over their mouths and nose, while at St. Cloud State facilities, in all hallways, public spaces, classrooms, and other common areas of campus buildings, in work spaces when in the presence of others and in outdoor settings when 6-feet of physical distancing cannot be maintained.

For more information regarding St. Cloud State's face covering policy, [click here](#).



When determining how to structure your event and minimize the risk of spreading COVID-19 at in-person events use the information below to think about your venue choice and setup, timing for the event, and your participants' behaviors.

TIME - SPACE - PEOPLE - PLACE

Adapted from the work of Dr. William Miller; The Ohio State University

- Time** How long are participants at your event?
More time = more risk of exposure
- Space** Is there enough space to allow participants to physically distance?
- People** How many people are allowed in the venue and what steps will be taken to manage event attendees?
- Place** Is your event indoors or outdoors? Indoor events tend to come with additional risk and decrease the amount of people that can attend

Space Requirements

The size of the venue influences the number of participants that can safely attend an event. It is important to have adequate space to enable physical distancing of 6 feet or more. Since attendance at events is often fluid, each event should have an event/door monitor to maintain an accurate count of attendees for the duration of the event.



Know Your Audience

In addition to the venue size, the event type may influence the likelihood of disease spread. It is critical to ensure that the expected interaction is consistent with appropriate physical distancing. These questions provide a quick assessment to help determine the potential risk factors:

1. Can you **PREDICT THE BEHAVIOR** of the participants at the event?
2. Will you be able to **PROVIDE DIRECTION** to your event participants?
(e.g., entry/exit points, expectations of participants, etc.)
3. Will you be able to **CONTROL PARTICIPANTS**, if need be, at your event?

UPDATED ATWOOD ROOM CAPACITIES

Venue capacities will be reduced to 25% of normal operating capacity and cannot exceed 250 people while maintaining 6 feet physical distancing. Below is a chart of venue capacities for space reserved in Atwood Memorial Center. To allow more time to clean and sanitize the facility, Atwood will be using fixed sets in most meeting rooms.

Event Space / Meeting Room	Fixed Set-up (Fall 2020)
Ritsche Auditorium	N/A (Will seat up to 243)
Atwood Ballroom	N/A (Will seat up to 169)
Voyageurs Room	N/A (Will seat up to 52)
Cascade Room	Hollow Square for 24
Glacier Room	Classroom for 26
Alumni Room	Hollow Square for 14
Gallery	Classroom for 15
Theatre	N/A (will seat up to 33)
Mississippi Room	Hollow Square for 10
Maple Room	Hollow Square for 8
Primrose Room	Hollow Square for 8
Monarch Room	Conference for 3
Iris Room	Conference for 2
Columbine Room	Conference for 4
Blizzard Room	Conference for 2
Union Room	Conference for 2
Quarry	N/A (up to 40)



*Please note that outdoor events are still only allowed to hold up to 250 people while maintaining 6 feet of physical distancing. It is recommended to find a way to section off outdoor space to create a dedicated space for your event.

STUDENT ORGANIZATION EVENT SUBMISSION PROCESS

Student organizations that want to host an in-person meeting or event will need to submit the event to the Department of Campus Involvement. The Campus Involvement staff will work with you to make your event safe and successful. The process will educate students about COVID-19 and how to comply with university, Minnesota Department of Health and Center for Disease Control guidelines as it relates to events. Campus Involvement will work with you to complete the safety plan required by the university to hold in-person events. This process will be initiated when a space is requested for an in-person meeting or event and is submitted in HuskiesConnect.



HuskiesConnect is St. Cloud State's campus involvement platform. It allows students to search for upcoming events and research registered student organizations on campus from wherever you are! HuskiesConnect also provides useful tools to event organizers that will help minimize the risk of spreading infection at your event in addition to comply with university procedure for hosting in-person events.

Adding Online Locations to Events and Meetings

This new update allows organizations to list online locations and instructions for all events. This will be helpful if any part of your organization's event or meeting is held virtually. Connect with Campus Involvement to make sure that your virtual event is set to the appropriate setting to ensure that login credentials are secure from individuals that are not part of your organization's event or meeting.

Allow Students to RSVP to Events

Provide event attendees the option to tell you ahead of time that they want to attend your event. As event organizers, this will provide you a way to communicate with attendees prior to your event. It also allows participants to see ahead of time if there is space available at events due to limited capacities. [Click here for more information.](#)

Capture Attendance Information

Use HuskiesConnect to capture attendance at your event. Using any device with a USB port, you can connect a mobile ID swiper, and take ID's at your event entrance. This allows you to capture name and contact e-mail of event attendees; information that will need to be captured to hold in-person events. This allows health officials and campus easy access to information for contact tracing if a spread were to occur. Student organizations can check-out mobile ID swipers from the Department of Campus Involvement.

PROCESS FOR CONDUCTING IN-PERSON EVENTS AND MEETINGS INDOORS

Venue capacities will be reduced to 25% of normal operating capacity and cannot exceed 250 people while maintaining 6 feet physical distancing. Most venues on campus have already set new capacities and are reflected in EMS. Those capacities cannot be exceeded.

Pre-Event Requirements

- Submit your reservation request in EMS (reservation will be tentative until safety plan is complete)
- Submit your event in HuskiesConnect (event will not be approved until a safety plan is complete)
- Review *Minimizing the Risk: Event Considerations for Event Organizers* in this document to determine if you are comfortable and able to hold an in-person event
- Event leads will meet with the Department of Campus Involvement to review and complete university safety plan



Event Planning Tips for Indoor, In-Person Events

- Have clearly signed and separate entrance and exit to help monitor the number of people at your event
- Place volunteers at each entrance and exit to keep an accurate count of people in your event
- Create a plan for participants to be able to sanitize their hands before entering and at the event
- Venue sets or room diagrams should have all participants facing the same direction in addition to allowing for 6 feet of physical distance
- Have a way to record those that attended the event along with contact information to assist with contact tracing if needed.
- Have signage and make announcements promoting mask wearing and physical distancing
- Any lines formed by participants must adhere to the 6 feet physical distancing requirement both in the venue in addition to lines that may form outside the entrance
- Have signage at your event displaying COVID-19 symptoms and recommending if someone had exhibited symptoms they should not enter
- Find ways to control traffic flow for participants
- Have participants reserve spots ahead of time to avoid lines at your event entrances
- Determine virtual participation is possible for those who cannot attend in-person
- Keep in mind that people working or volunteering at the event are counted in attendance



PROCESS FOR CONDUCTING IN-PERSON EVENTS AND MEETINGS OUTDOORS

Outdoor events cannot exceed 250 people while maintaining 6 feet physical distancing.

Pre-Event Requirements

- Submit your reservation request in EMS (reservation will be tentative until safety plan is complete)
- Submit your event in HuskiesConnect (event will not be approved until a safety plan is complete)
- Review ***Minimizing the Risk: Event Considerations for Event Organizers*** in this document to determine if you are comfortable and able to hold an in-person event
- Event leads will meet the Department of Campus Involvement to review and complete university safety plan



Event Planning Tips for Outdoor, In-person Events (All-Indoor Event Tips are applicable to Outdoor Events)

- Create a visual or physical barrier separating your event from general foot traffic on campus. This could be done with metal barricade, temporary fencing, rope, stanchions, or caution tape. The space should allow for 36 sq. ft. per person allowed in the venue.
- Make sure to provide accommodations for participants who have accessibility needs (i.e. wheelchair access across grass)
- In order to make announcements, have a PA system loud enough for your audience if they are spread out
- Chairs and tables need to be 6 feet apart. Ensure enough space when creating your venue diagrams
- Find ways to mark physical distancing limits on the ground. This could be done with chalk, color tape, and/or utility marking flags/paint.
- Outdoor events may require additional volunteers to assist with traffic and should be planned accordingly
- Despite being outdoors, all participants will be required to wear a mask if they are unable to physical distance.

Virtual Platforms

EVENTS AND MEETINGS IN VIRTUAL SPACES

While there is opportunity to conduct in-person events and meetings, the wafest way to engage during the pandemic is virtually. There are a number of platforms that could help student organizations with general operations, conduct meetings, and host events. The Department of Campus Involvement can help navigate which platform is the best for the goals of your organization and event.

Student Organization Management



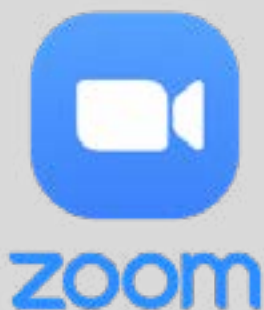
HuskiesConnect



Student Organization Meetings



Student Organization Events



YouTube

