

# Events & Conferences

## Scheduling Guidelines for Calendar Year 2020

*Effective Nov. 14, 2020*

### **For Groups Outside of the Institution**

**Lewis-Clark State College is not making its facilities available to outside groups unless those groups are hosted or sponsored by one or more LC State administrative units/departments.**

Hosting or sponsoring outside groups requires the development and approval of a Safety Plan. Details about the approval process and Safety Plan are outlined in a subsequent section. Events are approved on a case-by-case basis. All plans will be vetted with the Vice President for Student Affairs (the college's COVID-19 Tactical Lead) and must be reviewed and approved prior to an event being confirmed and promoted. Once the plan is reviewed and approved, the event itself must be approved by the appropriate vice president or, in the case of direct reporting units, by the president.

## **For Events Hosted or Sponsored by the Institution**

The following guidance applies to events that are hosted or sponsored by one or more LC State administrative units/departments. Such events include campus visitations, orientations, professional meetings, athletic camps or events, etc. This guidance and approval for hosting events are subject to change per changes in the “Idaho Rebounds” stages and/or evolving guidance from health officials.

Maximum group size: 10 people is the acceptable maximum per state requirements on maximum capacities and the host’s ability to ensure proper cleaning and social distancing. This includes indoor and outdoor events and gatherings. Events supported by remote delivery technologies should be explored and considered prior to scheduling an in-person event.

Screening/safety protocols: Hosts must provide Events/Conferences a plan that addresses social distancing and other safety measures for meeting participants, including their plan for screening event participants. At a minimum, this screening needs to include the standard screening guidelines.

Within the last 72 hours, have you:

- Had a fever or chills?
- Had a persisting cough?
- Experienced shortness of breath or had difficulty breathing?
- Experienced a new loss of taste or smell?
- Had other symptoms of ill health (e.g., sore throat, body aches, fatigue, headache)?
- Had contact with someone who had a confirmed case of COVID-19 or had symptoms of an illness?

Hosts need to alert participants to these screening questions prior to their arrival to campus and offer alternatives to participating in the event should any of the participants answer in the affirmative. Event participants must notify event hosts if they begin to display symptoms of illness during the event.

Hand sanitizer/PPE: For college-hosted or sponsored events, hand sanitizer will be provided. Face coverings are required for event hosts and participants. Other PPE may be provided as needed by the host.

Cleaning: Hosts/sponsors need to work with Events/Conferences on a cleaning protocol during the event. Additional cleaning charges will apply for pre- and post-event cleaning as well as supplies needed for cleaning during the event/conference.

Correspondence: Correspondence about the event must include the following language:

*COVID-19*

*Lewis-Clark State College has put in place reasonable physical safeguards relative to the COVID-19 virus. However, an inherent risk of exposure to COVID-19 exists in any public place where people are present. While on College property, you agree to follow all posted rules and verbal instructions from College employees, and you voluntarily assume all risks related to exposure to COVID-19.*

***Events and conferences scheduled for 2021 should be considered tentative. Confirmation and 2021 guidelines will be available by November 2020.***

**College Hosted/Sponsored Events Planning/Approval Checklist:**

- Compliant screening and safety plan submitted to Events/Conferences and reviewed/approved by the Vice President for Student Affairs (the college's COVID-19 Tactical Group lead).
- Event has been approved by appropriate cabinet officer.
- Hand sanitizer/PPE available
- Cleaning plan/protocols established
- Additional cleaning charges assessed
- Correspondence includes COVID-19 message
- All other applicable charges (e.g., food) assessed