

Catering/Small Group Gathering Guidelines

Effective Sept. 28, 2020

The following protocols apply to small group gatherings hosted or sponsored by a campus administrative unit or organization:

- Small group gatherings, including meetings of student groups, must comply with the college's COVID-19 safety protocols. This includes the wearing of face coverings, social distancing, hand sanitization, and the screening of participants for symptoms of illness.
- Individuals or groups who plan to have a meeting or gathering at which food will be served, must prepare a Safety Plan for the event. This plan must include specific ways the college's COVID-19 safety protocols will be enforced. The Safety Plan must be submitted to the Vice President for Student Affairs (the college's COVID-19 tactical lead) for review and an assessment of risk. Once the plan is returned, the organizer/host of the event may proceed with planning the event following regular college procedures but must include the Safety Plan with all paperwork. NOTE: Events/gatherings that include food will be approved on a case by case basis.
- Due to the fact that masks are not worn when food is being consumed, meetings or gatherings involving food are capped at no more than 10 people, including the hosts.*
- Any event or gathering that includes food must be held on campus*.
- All food must be purchased from and served by Sodexo.
- Meetings/gatherings in Coeur d'Alene must follow protocols established by North Idaho College.

*An exception can be granted by the President or the appropriate Vice President.

