EVENT GUIDANCE: COVID-19

Rowan University

EVENT GUIDANCE: VIRTUAL, HYBRID, & IN-PERSON

Document Contents:

Prepared By:

Emergency Operations Team, Event Sub-Committee

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I.   Emergency Operations Team: Events Sub-Committee

The Emergency Operations Team: Events Sub-Committee and University Events meets on WebEx every Thursday to discuss event process on campus, as well as, event submissions by the Rowan community: staff, faculty and students.

Committee members:

Joanne Connor	Chief of Staff and Liaison to the Board of Trustees
John Giannini	Interim Director of Athletics
Elizabeth Jordan	Resident District Manager, Gourmet Dining
Kevin Koett	Associate Vice President for Student Affairs and Dean of Students
Anthony Lowman	Provost and Senior Vice President for Academic Affairs
Rory McElwee	Vice President for Enrollment & Student Success
RJ Tallarida	Vice President for University Advancement
Drew Tinnin	Associate Vice President, Student Life
Melissa Wheatcroft	General Counsel
Scott Woodside	Director for the Wellness Center

University Events Department:

Linda DiGennaro	Director, University Events
Tina Doran	Operations Coordinator
Sara Freeman	Associate Director, University Events
Jessica Porch	Assistant Director, University Events

With questions regarding the event guidance in this document, please email universityevents@rowan.edu.

II.   Event Guidance Overview

Event planning requires additional considerations in light of the COVID-19 pandemic. Hosting events, both on the university campuses or virtually will benefit from enhanced planning to ensure hygiene and public health measures are followed. These actions help limit the spread of COVID-19 and keep the Rowan community safe.

The following provides guidance for student groups, academic and professional programs and events planners to follow. The event organizer must implement the best practices and recommendations set forth.

- For the foreseeable future, event planners should always consider delivering meetings and events in a virtual format. If the event purpose requires an in-person occurrence, safety protocol listed in this document must be followed.

- Priority reservations and scheduling will be given to academic purposes and student activities.

- Existing fall semester events and meetings may require modification or postponement.

- Event requests from external organizations and events with external audiences are not being accepted through December 2020.

- All visitors must be scheduled in advance. Visitors will be asked to self-report any symptoms of COVID-19 and a log will be kept of their visit and which areas they visited. Logs will be submitted to each building manager for contact investigation if needed. Visitors must follow face covering and social distancing policies. Rowan employees who host visitors must inform their guests of all public health policies.

- Event requests may be submitted for late 2020 through 2021, but please note requests are subject to change/cancellation based on spring semester academic needs and new COVID-19 guidelines.

Definition of an event for the purposes of these guidelines
For the purpose of these guidelines, an "event" is defined as an extracurricular experience. This means that all curricular or other academic courses (e.g. classroom obligations, etc.) do not need to follow this process. Curricular and other academic courses must follow the process set forth by the Office of Academic Affairs and work directly with your Dean's Office.

Note: These guidelines are subject to change as pandemic guidelines and orders from the CDC and State of New Jersey may be adjusted. Ongoing communication will be developed as health, safety and event protocols may change in the future.

III.   Event Planning and Approval Process

During the COVD-19 pandemic, event organizers are responsible to complete the planning and approval process.

1. Design your event plan with contingency, if your event format is required to change.

2. Present the event plan and contingency to your division head or designee for approval. For student organizations, divisional approval would be your organization's advisor and governing body (SGA, Greek Affairs, Club Sports, or SJICR).

3. With division head or designee approval, complete the event registration form or submit your event on ProfLink to be reviewed by the Emergency Operations Team, Event Sub-Committee.

    Note: Your event must be submitted at least 7 days in advance. If your event is an emergency and being held within 7 days, please contact University Events at universityevents@rowan.edu for fast track review.

4. Event submissions are reviewed by the committee on Mondays and Thursdays of each week. Event organizers will receive an email with approval or disapproval, as well as, health, safety, and cleaning guidelines.

5. After the event has been approved by division head and emergency operations team, event sub-committee, the event organizer is responsible to setup the virtual software required or secure the venue through 25Live. The event approval you receive from the committee does not automatically grant use of the space requested.

IV.   Venue Selection, Request & Management

Selection
After the event is approved by division head and committee, the event planner is responsible to select and request the appropriate venue in 25Live for in-person events.

- Plan the number of anticipated attendees, with the capacity permitted under the state gatherings rules effective on the date of the event. For example, current large gathering rules for indoor events is 25 people, while outdoor gatherings are limited to 500 people. There are no limits for First Amendment-protected outdoor activities, such as political protests of any persuasion or outdoor religious services. To stay up to date, please click here for the State of New Jersey's COVID-19 FAQ website. To read the executive order 173, please click here.
    - o Event organizers must evaluate the addition of a virtual component, if guest count exceeds the large gathering rule.

- Choose a room or outdoor space large enough to allow for suitable social distancing. Attendees must be able to maintain a 6-foot distance from each other at all times, including entering/exiting the event, seating, excluding immediate family members, caretakers, household members, or romantic partners.

- The Chamberlain Student Center has reviewed all meeting and event spaces for proper social distancing and a document with capacity and set-ups is available here. For the foreseeable future, please use the Chamberlain Student Center and outdoor spaces for in-person events. Click here for social distancing capacities at the student center.

Request
- During or after your reservation request in 25Live for Glassboro and Stratford, please reach out to the venue manager to discuss event setup and enhanced cleaning protocol for the building.

- Venue requests at Cooper Medical School must be made directly through Gail Stevens, Event Coordinator at stevensg@rowan.edu.

Management
- Event organizers host in-person events should use Facilities Rowan Works system to notify them of event for cleaning and sanitization requirements.
    - o For example, all day or multi-day events will need to clean and disinfect frequently touched objects and surfaces using a cleaning spray. For events longer than 2 hours, increased waste pick-up and restroom cleanings may be required.

- Communicate with the venue manager about the availability of current on-site hand sanitizing stations. If more are needed, you may request these through Rowan Works.

V.   Registration and Contact Tracing

In-person events are required to have an RSVP process and keep records of the attendees.

- The registration platform chosen by the event organizer should include a capacity function. The number of accepted reservations should be consistent with the allowable size of large gatherings or the capacity of the space reserved.

- The RSVP form must contain required fields for attendees to note their email address and phone number.

- Organizers must carefully track attendance at the event. In the case an attendee tests positive for COVID-19, you will need to provide your event attendance list with contact information to the contact tracing team. ProfLink offers multiple attendance tracking options.

VI.   Communication with Attendees

Language for In-Person Event Invitation

Rowan University continues to monitor the COVID-19 pandemic, and the safety and well-being of our entire campus community, including visitors, is our top priority. The University is strictly following guidelines issued by the Center for Disease Control and stage and local health officials. Due to these guidelines, <Insert Event Name> has the potential to be postponed, cancelled or held virtually. Please contact <CONTACT NAME>, if you have any questions or need additional information.

If paid event and applicable, <Refund information here.>

Please note that the University's Emergency Operations Team meets regularly to monitor and discuss the ongoing situation, with our highest priority to keep our campus safe and healthy.

All event attendees will be required to:
- Follow the guidelines by the State of New Jersey's Office of the Governor, all attendees must wear face masks or coverings, except where doing so will inhibit the individual's health or where the individual is under the age of two.

- Attendees and staff must adhere to proper social distancing of six feet apart and maintain healthy hand hygiene.

VII.   Event Materials and Signage

Event Materials
Sharing or exchanging materials of any kind poses an increased risk of the spread of COVID-19 and should be avoided.

- Event programs, materials and agendas should be delivered electronically in advance of the event to avoid person to person contact.

- For the foreseeable future, printed or writeable nametags should be excluded from events.

Signage
Rowan University produced and distributed signage around the campus. In addition to the current signage at the requested space, coordinate with the venue manager to verify if supplementary signage is needed for your program to remind attendees of prevention measures. Marking off social distancing of six feet between seating areas or if attendees are lined up for any reason may be necessary.

VIII.   Staging, Program and Performances

- If your event includes a stage or dais, limit the number of people on stage. All members of the stage party must abide by the 6 feet social distancing rule.

- Limit the number of speakers at the event and consider using individual lapel microphones or dedicating handheld microphones for speakers. In the case individual microphones are not available, microphones will need to be cleaned and sanitized between usage.

- Limit the length of the program to reduce the time attendees are stationary and exposed to each other.

- Eliminate group performances. At a minimum, performers should not share microphones. If you are seeking musical entertainment, choose a DJ.

- Eliminate onsite Q&A from programming. Consider collecting questions from event attendees in advance and assigning a staff member or volunteer with a microphone

IX.   Food and Beverage at Events

Gourmet Dining Contactless Catering
As always, food and beverage catering on campus should go through Gourmet Dining. Gourmet Dining has developed a contactless catering menu to accommodate pandemic guidelines.

At this time, no catering will be consumed indoors. Rowan University will follow the New Jersey's policy on indoor dining. Indoor events can offer the contactless catering option for attendees, but guests must eat outdoors.

In tier 1 contactless catering means:
- All meals are preordered and individually portioned into disposable containers

- Buffets will not be available

- All beverages will be provided in cans or bottles

- Disposable dinnerware and wrapped cutlery offered

- Available for pick up or drop off service only

For additional information on contactless catering, please contact Gourmet Dining at catering@rowan.edu.

Food Service Waiver

The Rowan University Food Service Agreement with Gourmet Dining grants Gourmet the exclusive rights to food service on the Rowan campus including the main Glassboro campus, the Stratford campus, and the Camden campuses of CMSRU & the undergraduate college for all internal and external clients. As per contractual guidelines with Rowan University the use of outside food service vendors must be approved by Gourmet Dining in order to not be in violation of said contract.

To request the use of an outside vendor on the Rowan campuses one must submit a food service waiver request form for review to Gourmet Dining at least two weeks in advance of the anticipated service. To submit a food service waiver request please click here. For additional information, please contact Gourmet Dining at catering@rowan.edu.

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X.   Vendors and Visitors to Glassboro Campus

Vendors
> All vendors must be directed to stop at the Welcome Gate in Lot H prior to proceeding to their drop off location. At the Welcome Gate, the vendor will complete a form similar to our Daily Screening, which allows us to track vendors and ensure they are safe to be here on campus. Vendors are familiar with this kind of process at other businesses, and have been notified of this new procedure by Procurement. As the event planner, remind vendors of the new process before they arrive at campus.

Visitors
> Visitors coming to campus for a meeting should be asked to complete the Health Assessment for Visitors to Rowan University form. Please adjust any written instructions your provide to visitors and include this form along with directions and parking instructions that you send prior to a meeting so that they may have it completed upon arrival. Please keep extra copies of this form on hand, as well, in case a visitor forgets to bring it with them. You are asked to maintain an electronic file of completed forms, so that we have a record of where visitors have been on campus.

XI.   Additional Considerations for Event Production

Accessibility and Inclusivity
- When hosting a virtual event, please consider the bandwidth and accessibility to technology for those participating.
- If you are providing materials in advance, ensure all materials are ADA complaint.

Contingency Plan
- Develop a plan if the event needs to be postponed, cancelled or requires a format change. Your contingency plan should include:
    - If necessary, a reduction of capacity or change to a virtual format. WebEx is a virtual platform used by the University. To learn more about its offerings, please click here.
    - Create a communication plan to effectively correspond with guests and staff.

Face Masks and Coverings
- Event staff, volunteers and attendees are required to wear face masks at both indoor and outdoor events. If someone arrives without a face mask or covering, the event organizer is responsible to provide. The event organizer should coordinate with Matthew Vanek, Industrial Hygienist, Environmental Health & Safety at vanek@rowan.edu prior to the event to receive a supply of disposable masks.

XI.   Additional Considerations for Event Production

Outdoor Tents and Picnic Table Spaces
- The University is in the process of creating tented outdoor spaces, as well as, communal picnic table areas across campus. The tented spaces will be considered for academic use first, with the potential of opening up to events and meetings. Additional information will be available after academic scheduling is complete.

Outside Vendors Contracts
- Before reserving services or signing a contract with an outside vendor, inquire about cancellation policies and refunds. Examples of these services include tent, chair or table rentals, AV services, etc.

Parking and Transportation
- Work with the parking office to predesignate/assign parking so that arrivals and departures are carefully coordinated and socially distanced.
- If applicable, increase the frequency or amount of shuttle service provide to event location so there is more space on each shuttle for social distancing.

Staff and Volunteers
- Review and plan for the minimum number of staff and volunteers required to be present. Please remember the headcount of your staff and volunteers must be included in the number of attendees.