Indiana State University

COVID-19 Related Guidance for Large Events and Gatherings

In alignment with the Governor’s reopening steps, some events and gatherings can resume on campus after July 4. Our top priority as we move forward with holding events once again on campus is the health and safety of our students, faculty, staff and community members. The following mitigation activities are required for all events held on the Indiana State University campus starting on July 6 and continuing through the fall 2020 semester.

Venue Capacity

- Cancel indoor gatherings of greater than 250. (Or move to smaller groupings.) Exceptions may be made after the re-opening of Hulman Center.
- Cancel gatherings of more than 10 for organizations that serve high-risk populations.
- Limit capacity to 25% in all indoor venues that host events and gatherings.

Communication

- Provide guest education for all events. Information about event protocols and health and hygiene concerns for events must be communicated through social media, web page posts, E-mail blasts, campus announcements and/or other appropriate channels prior to the event.
- Implement registration for events as a means of controlling event size.

Health Checks/Screening

- Develop and implement procedures to check for signs and symptoms of guests upon arrival, as feasible. Event organizers may post signage listing symptom questions. Participants that answer yes to any of the questions cannot participate in the event.
- Encourage anyone who is sick to stay home.
- Create and implement a plan to isolate an employee or guest that gets sick during your event.

Personal Responsibility of Staff and Guests

- Require face coverings at all indoor campus events.
- Encourage personal protective measures among staff and guests (e.g., stay home when sick, handwashing, respiratory etiquette).
- Encourage staff and guests to stay home when sick and notify Human Resources (faculty and staff) or the Dean of Students (students) of illness.

Social Distancing Measures

- Alter start time of events and programs when multiple events are scheduled in the same building.
- Schedule guest arrival times for larger events.
- Reduce the frequency of large gatherings.
- Consider remote events, when feasible.
May 29, 2020

- Require guests to pick up programs or other handouts. Prohibit staff from passing out materials.
- If guests must stand in line, practice social distancing between individuals or small connected groups.

Cleaning
- Clean and disinfect event spaces between each event.
- Clean restroom multiple times throughout the day

Set-Up
- Increase spacing between individuals is required. Increased spacing between small, connected groups also is allowed for tabled events.

Training
- Train all employees and volunteers on health and safety protocols.

Restrictions on Types of Events
- No in-person conferences, workshops or similar events that draw significant participation from beyond the Wabash Valley. Organizers of these events should consider converting to an on-line format. Recruitment events are allowed with the mitigation requirements outlined in this document.
- No receptions, fairs or networking events unless social distancing can be practiced.
- Events sponsored by external organizations or University events with mostly external guests are limited to Sycamore Banquet Center, Heritage Ballroom and Lounge, Tilson Auditorium and Hulman Center. No community or external events allowed in classroom buildings or the Hulman Memorial Student Union (except Sycamore Banquet Center).
- Political campaign events will be managed the same as other externally-focused events.

Off-Campus Events
- Off-campus events organized and sponsored by Indiana State University are subject to the mitigations activities outlined in this document.

Conference and Events Services and other venue schedulers will be reaching out over the next several weeks to event organizers to discuss the impact of these mitigation requirements on your events. Please be patient as we work through this process. If you intend to cancel an event, please inform the appropriate venue scheduler as soon as possible. General questions about events can be directed to Conference and Event Services at: isu-conferenceandeventservices@mail.indstate.edu.

This University guidance is subject to change as more guidance becomes available from public health and government officials. Please check back periodically for updates prior to your event.