



## COVID-19 Event Facilities & Activity Guidelines

SUNY ESF developed these guidelines in accordance with New York Forward regulations and SUNY requirements to promote health and safety in the operation of campus event facilities as well as activities during the COVID-19 pandemic. Participants are expected to follow the expectations outlined in COVID-19 Event Facilities & Activity Guidelines.

### **1. EVENT FACILITIES**

#### **a. Room/Outdoor Space Scheduling**

- i. Room/outdoor space reservations requests will be made through the ESF Spaces online reservation system.
- ii. Facility managers will schedule spaces to maintain social/physical distancing guidelines and, to the greatest extent possible, utilize strategies such as staggered start/end times for rooms in close proximity, facilitating one-way traffic flow as needed, and allowing for time in-between space usage.
- iii. All space requests by student organizations, regardless of campus location, will be initially submitted to and reviewed by Student Involvement and Leadership. Student Involvement and Leadership will work with student organizations to ensure expectations outlined in these guidelines are met and then forward the request for review/final approval to the appropriate building administrator pending space/staffing availability.
- iv. The Gateway Center event rooms will be used for classroom space most days. There will be limited availability for campus events in this space.

#### **b. Room Capacity**

- i. All rooms available for use have been assessed for maximum occupancy to ensure at least 6 feet of separation between participants.
- ii. Actual room capacity will be determined based on current guidelines from NYS and public health which are subject to change and include both social/physical distancing, percentages of occupancy, and maximum limits of participants.

#### **c. Social/Physical Distancing**

- i. Social/physical distancing will be observed at all in-person events where participants must stay at least six feet (approximately two arm's length) from others at all times.

#### **d. Face Coverings**

- i. Outdoor activities, in large open spaces, where social/physical distancing of at least 6 feet can be consistently maintained do not require face coverings. If there is a chance that social/physical distancing cannot be consistently maintained outdoors, face coverings must be worn for the duration of the event.
- ii. All indoor events require face coverings.

#### **e. Common Area Spaces/Lobbies**

- i. Limitations will be in place to restrict large-group gatherings in all common areas and lobbies across campus.
- ii. It is expected that everyone follow posted rules for traffic patterns and do not move furniture in any campus space, as furniture has been specifically placed to help ensure appropriate social/physical distancing.

**f. Signage**

- i. Signage will be posted to help direct participants to maintain health and safety. Participants are expected to follow the posted rules.

**g. Cleaning**

- i. All event facilities will be cleaned and disinfected regularly by custodial staff, dependent upon usage.
- ii. Participants are expected to disinfect communal and individuals spaces that they will use prior to and after events (ex: personal seat/table and/or shared items/surfaces). Disinfectant spray and/or microfiber cloths will be provided. Please read instructional signage posted in event spaces and around campus and pay attention to labels affixed to bottles/wipes.
- iii. Wall mounted hand sanitizer units are located in every building on campus.

**h. Attendance**

- i. Attendance at all on-campus events will be limited to SUNY ESF students, faculty, and staff members only.

**i. Attendance Tracking**

- i. To ensure that appropriate contact tracing can take place, all in-person events must maintain a record of attendance.
- ii. Student events: All events designed for students require pre-registration.
- iii. Faculty/staff events: Events will be tracked by an identified faculty/staff event organizer who is required to complete attendance tracking.

**2. PERMITTED EVENTS:** Please note that this section relates to both on-campus as well as off-campus events sponsored by SUNY ESF departments/offices and recognized/registered SUNY ESF student organizations.

- a. Virtual/Online:** To promote health and safety as well as provide opportunities for those with health concerns to participate, the majority of events should be coordinated virtually throughout Fall 2020.
- b. Outdoor Events:** Events taking place outdoors that provide individual and/or small group participation may take place. To coordinate an outdoor event, appropriate space between participants (6 feet in all directions) must be provided. All guidelines outlined under the Event Facilities section must be followed. Outdoor activities must follow these additional expectations:
  - i. No contact between participants and all participants maintain social/physical distancing.
  - ii. If shared items are needed to engage, they must be cleaned/disinfected prior to and after use by each participant. Appropriate signage with instructions and sanitizing cleaner will be provided.
  - iii. Events may not exceed the maximum number for group gatherings as outlined by the most current NYS guidelines or may be lowered based on the health of the campus at a given time.
- c. Indoor Events:** Because indoor events pose the greatest risk to health and safety, these will be permitted on a limited basis and must follow all guidelines outlined in the Event Facilities section. Indoor events can take place under the follow conditions:
  - i. The event is stationary/seated for participants. Seating will be pre-determined based on the facilities' social/physical distancing/occupancy expectations and may not be altered.
  - ii. Participants should have their own personal space identified and not move into the personal spaces of others. Examples of events that might take place include: lectures, discussions, trivia/kahoot or similar games/activities, DIY activities where each individual is provided a personal work space and individual supplies, and watching videos/movies (with purchased

- public performance license). Other indoor event formats will be evaluated on a case-by-case basis.
- iii. Events may not exceed the maximum number for group gatherings as outlined by the most current NYS guidelines or may be lowered based on the health of the campus at a given time.

**3. TEMPORARILY SUSPENDED EVENTS:** Please note that this section relates to both on-campus as well as off-campus events sponsored by SUNY ESF departments/offices and recognized/registered SUNY ESF student organizations.

- a. Events/activities that cannot adhere to social/physical distancing guidelines are being temporarily suspended at this time due to COVID-19. These events/activities will be reviewed regularly for potential adjustment based on the health of the campus/community. Temporarily suspended events include:
  - i. **Large-scale events**, defined as events that surpass the permitted attendee count in a given indoor facility or outdoor area and exceed the number of participants permitted in group gatherings by NYS guidelines.
  - ii. **Close contact, in-person events:** Events where there is free movement that cannot be contained to provide individual/personal space for each participant and that fosters people being in close contact with the inability to foster social/physical distancing.
  - iii. **In-person Vocal/Instrumental/Theater/Dance events in groups:** not permitted for Fall 2020.
  - iv. **Outside Speakers**, defined as any non-SUNY ESF student or faculty/staff member (lecturer, entertainer, etc.) are not permitted face-to-face, but can be engaged virtually.
  - v. **Bake Sales** or any sales of home-made foods.
  - vi. **Travel:** At this time, student clubs are not able to use College-owned vehicles. With prior approval, students may be able to use the College fleet for day trips or be approved to use their own vehicle to travel to and from certain events/classes.
  - vii. **Tabling:** Because social distancing cannot be maintained, tabling cannot take place.
- b. **Catering/Food:** Potlucks, buffets and food consumed during the event are prohibited. You are permitted to offer pre-packaged, to-go items to attendees. Exceptions may be granted on a case by case basis, following review and implementation of adequate precautions.

NOTE: For the purpose of these guidelines, events are defined as activities organized for participants outside of one's own personal living unit. All enrolled students are expected to follow the expectations outlined in the College Commitment.

**4. STUDENT ORGANIZATIONS:**

- a. Student organizations are defined as any group of students who are recognized by USA.
- b. Student organization events must follow all of the guidelines for permitted and temporarily suspended events for both on and off campus activities.
- c. Student organizations should strive to host as many events and activities as possible on-line to foster health and safety and to allow for the greatest participation of those who might have health concerns.
- d. Student organization E-board and general member meetings should be conducted online.
- e. Student organization events can take place in-person pending space availability and adherence to expectations outlined in these guidelines. Student organizations must first fill out the ESF Student Organization Event form. Student Involvement and Leadership will work with student groups to ensure expectations outlined in these guidelines are met and then forward the request for review/final approval to the appropriate building administrator pending space/staffing availability.
- f. Space requests should be made through the ESF Spaces, the online room reservation system after you've received final approval from the Office of Student Involvement and Leadership.