

GUIDELINES FOR *Events & Gatherings*

FSU PANAMA CITY

In response to the COVID-19 pandemic, the Office of Student Affairs at FSU Panama City are setting forth guidelines and expectations for on and off campus events and gatherings, effective August 10, 2020. FSU encourages virtual gatherings via Zoom and other platforms whenever feasible in order to minimize the risks of COVID-19, however, some in-person indoor and outdoor events will resume with a measured and controlled approach.

Florida State University remains committed to ensuring the health and safety of our campus community. The following criteria are in accordance with the Center for Disease Control and Prevention (CDC), local, state, and federal guidelines. Please note, these guidelines are not exhaustive, and event planners and venue managers should consider all event-specific and venue-specific factors to mitigate risk and ensure the safety of event attendees.

The following guidelines and restrictions apply to all in-person indoor and outdoor events. These recommendations will be updated as needed to adhere to local, state, and federal guidelines.

If FSU Panama City determines an event or gathering is not meeting the guidelines and expectations set forth, the University reserves the right to (1) deny or cancel the event or gathering, even if the event has started, and/or (2) deny the event organization from reserving on-campus space in the future.

Face Coverings

- Face coverings are required in all indoor facilities on campus. Students will not be permitted to attend face-to-face classes, attend events, or access services indoors without the proper face coverings. Face coverings are also required at outdoor events and any outdoor venue where six feet of social distancing cannot be maintained. Face coverings will be available on campus if a student does not have access to or has forgotten their face covering.
- Face coverings must be worn by all individuals older than two (2) years of age.
- Face coverings should always be worn properly (covering nose and mouth).
- Any event attendee not following these guidelines may be asked to leave the event.

Physical Distancing

- Physical distancing of at least six (6) feet must be maintained for all indoor and outdoor events and gatherings.
- Indoor venues should be used at no more than 25% of room capacity, which will allow for social distancing measures. Venue managers may assist in determining room capacities.

- Event planners and/or venue managers should concentrate on ingress and egress of events. Event planners should plan coordinated queuing of lines, check-in processes, and all entrances and exits of their events.
- Venue managers should arrange or remove furniture in lounges and other congregating areas to allow for physical distancing.

Maximum Capacities

- No gatherings or events of greater than 10 people will be allowed.
- The maximum capacity for outdoor campus events and gatherings is 10 people.
- The maximum capacity for indoor campus events and gatherings could be up to 10 people. This includes large meeting and event space. **Depending on the venue layout and space available, the maximum attendance for the event could be set at less than 10 people in order to ensure the minimum prescribed physical distancing requirement is met.**
 - Look for signs with room capacities both online and outside of the physical meeting/event space (ex. "In order to maintain appropriate safe-distancing during the COVID-19 pandemic, the maximum safe capacity of this room (25% of full capacity) is **XX** people.>").

Time Limit

- All meetings, events, and gatherings are recommended to be less than two (2) hours in length in efforts to limit exposure.

Guest List for Contact Assessment

- All events must capture attendance for potential contact assessment. Organizations should utilize the [Event Attendance](#) form and [submit attendance](#) to the Office of Student Affairs within two (2) business days following the event. Contact assessment supports the health and wellness of the FSU community. Guest lists may be made accessible for contact assessment upon request.

Communications & Technology

- Any advertising of an event must include language that encourages people who may be at higher risk or more vulnerable to illness from COVID-19 to avoid events and gatherings. Event planners are encouraged to make virtual participation an option for their event.
- Technology options for virtual participation include web conferencing meetings or live streaming of events.
- Any event organizer planning to live stream meetings or events must post a crowd release notice informing attendees they may be photographed or recorded during the event. Venue managers should work with event planners to ensure this information is being communicated to all event attendees.
- FSU-hosted and FSU-sponsored in-person events must provide accommodations and alternative options for those with a disability that may prevent them from attending an in-person event.
- Venue managers must provide their venue-specific guidelines and policies online for students, event planners, and attendees to view. Event planners should share this online resource with their attendees.

Event Planning & Readiness Assessment

- The CDC-produced document “[Events and Gatherings: Readiness and Planning Tool](#)” should be closely adhered to in the planning, execution, and clean-up after any outdoor event of greater than 10 people.
- The [Event Request](#) process managed by the Office of Student Affairs has been updated and enhanced with readiness tools provided by the CDC. All in-person, on-campus meetings, events, and gatherings will require an approved Event Request to proceed.
- Certain venues on campus may require event planners to adopt additional protocols or measures to meet venue-specific requirements. These requirements will be communicated to event planners by venue managers as part of the event coordination process.
- Event attendees are encouraged to participate in a Daily Wellness Check (see University COVID-19 Guidelines and Expectations – Daily Wellness Check section).

Food & Beverage for Events

- Food and beverage cannot be provided at indoor events.
- Pre-packaged, individual food and drink may be served at outdoor events.
 - Food trucks must serve food in closed containers.

Cleaning & Sanitizing

- Hand washing and/or hand sanitizer stations should be readily available and proportionate to the number of attendees.
- Facility operations and venue managers must clean and disinfect meeting and event spaces after each use.
- It is encouraged that a cleaning schedule and checklist is developed for increased, routine cleaning and disinfection. This checklist should include frequently touched surfaces, shared equipment, and restrooms.
- Appropriate time for cleaning and sanitizing meeting and event spaces should be built into each venue’s daily schedule.