COVID-19 EVENT AND GATHERING POLICY, GUIDANCE, AND PROTOCOL – Effective August 2020

In alignment with public health recommendations, Wittenberg University is taking measures to prevent the community spread of COVID-19. The purpose of this policy is to describe:

- Guidance for student organizations, campus departments, and other events/meetings.

- Event expectations for faculty, staff, student, and guest behavior.

- Routine event-hosting cleaning procedures.

- The procedure for students, faculty, staff, and guests entering and exiting an event space.

Please note that policy, protocol, and guidance are subject to change at any time.

EVENT AND MEETING EXPECTATIONS FOR OFFICIAL UNIVERSITY EVENTS

1. Official University events are defined as programs with a pre-arranged structure, agenda, and proposed outcome, that are not games/performances, practices/rehearsals, or try-outs/auditions, and are organized by the Office of Scheduling and Events, a College Department/Center or affiliated office, or a registered student organization. While all events contribute to Wittenberg University identity, the number of events will be limited for the Fall 2020 semester. All proposed official college events will require approval from the Office of Scheduling and Events or Senior Staff. Department/Center of affiliated office events are requested by completing a scheduling request in 25Live. Approval notice will come from 25Live after review by the Office of Scheduling and Events or Senior Staff. It is strongly encouraged that events be requested as early as possible to allow for approval and logistics to be in place. Wittenberg

University reserves the right to deny an event due to coordination of campus services to safely manage and execute an event.

2. All events from registered student organizations will be subject to the same definitions, directives, and restrictions as official college events, except that they will require approval from the Office of Student Involvement rather than the Office of Scheduling and Events or Senior Staff. Student Organization events are requested by completing a scheduling request in 25Live. Approval notice will come from 25Live after review by the Office of Student Involvement. It is strongly encouraged that event requests are made as early as possible to allow for approval and logistics to be in place. Wittenberg University reserves the right to deny an event due to coordination of campus services to safely manage and execute an event.

3. When possible, events should be held virtually. No in-person events larger than the State of Ohio/Clark County Health Department order on public gatherings are permitted. Currently (as of 8/4//20), no gatherings larger than 10 people are permitted.

4. All campus events and meetings, even if held virtually, must be registered via 25Live. This allows all events, even virtual events, to be promoted on the weekly calendar of events, and ensures appropriate in-person or virtual event processes are established. It is strongly encouraged that event requests are made as early as possible to allow for approval and logistics to be in place. Wittenberg University reserves the right to deny an event due to coordination of campus services to safely manage and execute an event.

5. Event spaces will have pre-defined set-ups that a host can select. These set-ups are designed to follow social distancing guidelines and maintain priority use for classroom needs. The event host will select a particular set-up when registering their event. Note: Most spaces will have one set-up option.

6. Event hosts or participants should not alter room set-ups.

7. When possible, hosting an event outdoors should be explored. Numerous outdoor venue options will be available for scheduling. These spaces will allow for appropriate social distancing guidelines, and, should guidance permit, may allow for larger event participation sizes.

8. Given the restrictions placed on visitors to campus and the limited number of individuals allowed at gatherings, community and external client events or programs will be prohibited until further notice, barring exceptions granted by Senior Staff.

9. For Fall 2020 semester, to limit the number of external visitors coming to campus, no in-person contracted speakers or artists should be presenting/performing in-person on campus. Virtual presentations or

performances are permitted. Exception is contracted in-person events approved by Senior Staff.

10. Maximum capacities will be posted outside of all event and meeting spaces, excepting residential spaces and offices. Wittenberg community members are expected not to exceed posted COVID-19 room capacities or State of Ohio/Clark County Health Department maximum gathering size (currently 10 people), whichever is smaller. Residential spaces are allowed one guest per resident up to the State of Ohio/Clark County Health Department maximum gathering size. Offices are allowed the maximum number of individuals accommodated by social distancing or State of Ohio/Clark County Health Department maximum gathering size, whichever is smaller.

11. When possible, in-person campus events will be recorded and re-broadcast or live-broadcasted to allow for greater access to the educational or social experience. Additionally, when possible, event hosts should explore hosting a program multiple times throughout a period of time to allow for greater in-person participation. Event hosts should plan well in advance to coordinate technology and communication needs.

12. For any event or meeting, a listing of the event name, date, time, location, attendee names, and cell phone must be recorded. These listings will be submitted via an as yet to be identified mechanism such as an online form.

13. Scheduling & Events offers a ticketing system that can be utilized for in-person public, University events. There is an additional cost to organizations and/or departments to use the system as a way for participants to register for limited-capacity events. Use of this system is encouraged; however, other similar event registration platforms could be utilized.

14. Wittenberg University Parkhurst Dining Services catering and food service protocol must be followed when requesting food at an event, program, or meeting. All food service and usage must be in accordance with Parkhurst policy and safety guidelines.

15. Any materials for use at events should be sent electronically before the beginning of events to the extent possible. No papers or folders should be handed out at events.

16. Any equipment or supplies used for events will be cleaned before use.

17. All personnel—faculty, staff, and students—will wear face masks that always cover their noses and mouths when inside buildings and at events.

18. All event participants must remain socially distanced—at least 6-feet apart from one another—for the entirety of the event.

19. Coughing/sneezing episodes are to be contained by coughing/sneezing into your

sleeve (elbow or shoulder) and keeping the face mask on. Any guest with a persistent cough or sneeze while participating in an event will be asked to leave to minimize any cross contamination with other participants.

20. If a participant needs to blow their nose, they must exit the event space to do so. They will dispose of the tissue into a waste receptacle and immediately wash their hands with soap and water for 20 seconds prior to returning to class.

21. Event space doors will remain open to improve airflow (where permitted by fire code). Windows may also be opened during appropriate weather conditions. (Please sanitize any handles used.)

22. Event space cleaning procedures will be defined and outlined by the Academic Classroom sub-group and the Facilities/operations sub-group and will be added to this document at a later date.

SPECIFIC EVENT/GATHERING GUIDANCE:

Meetings
Meetings are defined as programs or gatherings pertaining to the continued operations of the group(s) involved, with a fixed start and end time. Meetings should be held virtually when possible. In-person and hybrid meetings must limit the number of in-person participants to the maximum capacity posted for the room where the meeting is being held or to a maximum of 10 people, whichever is smaller. While inconvenient, this limitation is necessary to free up space for classes, studying, etc. For in-person participants, social distancing rules will remain in place, but speakers will not be required to wear face coverings while presenting.

Club Sports
To limit exposure, club sports are not to compete against other schools or programs for Fall 2020.   Further guidance for Club Sports regarding operations is in development and will be communicated at a later date.

Off-Campus Travel
To limit virus transfer, Wittenberg-sponsored off-campus travel should be limited to Clark County. Any local travel will need to be approved via event protocols listed above. * Staff travel outside of Clark County may be approved on a case-by-case basis by the Division Vice President. Student Organizations may request travel outside of Clark County through the Director of Student Involvement.

Student Organization-Registered Events with Alcohol
Due to the nature of these events, social distancing and face coverings are not realistic. As a result, no student organization is permitted to host registered social events with alcohol at this time.

Student Informal Social Gatherings

Student informal social gatherings will be limited to small gatherings, which are defined as unstructured gatherings held in residential or communal living spaces. While policy regarding small gatherings normally allows for a range of four to 24 attendees depending on the size of a student's residential space, the need for social distancing during this period will further limit the number of attendees. Each student assigned to a residential space will be allowed to have one Wittenberg student guest at a small gathering as long as the number of total attendees does not exceed 10 guests.

Overnight Retreats

Due to safety and risk, all overnight retreats will be prohibited for Fall 2020.

Alumni Events

The University Advancement and Alumni Relations team will assist alumni in the planning of events. All reunions and most Homecoming events will be held virtually in the fall of 2020. Regional alumni events will be determined on a case-by-case within appropriate state guidelines and safety measures.

Implemented August 2020