

Notre Dame of Maryland University

Conference Services Events Policy

Effective for Fall 2020

Internal Approval Process:

- **External Events:** External event inquiries should be directed to Conference Services and are to be presented to the Vice President of Finance and Administration, Vice President of Enrollment Management and the Provost for review and approval.
- **Internal Events:** All internal event requests – meetings, gatherings, catered events, student organization events, etc. – must be submitted through 25Live to Conference Services.
 - o Any meetings or events that are bringing outside visitors to campus will go through the same approval process of external events; visitors will be required to fill out the self-reporting form prior to their arrival on campus
 - o Virtual meetings and events are highly encouraged through December 31, 2020
 - o Campus spaces can be requested for meetings and events, with the following guidelines in mind:
 - Academic courses take priority over all meetings and events – including academic courses being scheduled in event spaces
 - **Any capacity changes to a classroom, meeting room or event space on campus must be approved through the Conference Services office**
 - Event spaces and meeting rooms can be reserved for 50% of their normal capacity
 - Spaces with fixed seating can only be used at 33% of their normal capacity

All spaces on campus have been updated in the 25Live scheduling system to reflect the adjusted capacities for the Fall 2020 semester.

University In-Person Meetings:

- Meeting attendees are asked to wipe down their respective areas (table space, chair arms, etc.) with disinfectant provided in the meeting room prior to the start of their meeting. Examples of commonly used meeting spaces included:
 - o Bryan Board Room, UAB 105, 203 & 303, MBK Seminar Room, Noyes House Living Room, Dining Room and Parlor and the HR Conference Room
 - o If disinfectant and towels are not available, please contact the Conference Services Office events@ndm.edu
- Social distancing – 6 ft. or 36 sq. ft. per person – should be observed for all in-person meetings
- In-Person meetings are only permitted at 50% of the normal space capacity

University Event Requirements:

- **PPE:** The following PPE needs to be available to attendees at all in-person events of 15 people or more: Hand sanitizer, disposable face masks, disinfectant & cleaning supplies

- **External event clients** are responsible for providing disposable face masks and hand sanitizer; the University can provide these items when available at an additional cost to the rental fees
- **For internal events**, the hosting department is required to provide disposable face masks; University will provide hand sanitizer stations and disinfectant when available
- **Cleaning Services:** For events of 50 people or more, an additional cost for cleaning services pre and post event will be applicable for on-campus events
 - **External event clients** will be billed for any additional cleaning services the University deems necessary as an additional invoice, if not built into the initial contract
 - **For internal events**, these fees will be applicable for events that fall outside of regular business hours or during the weekend and will come out of the hosting department's operational budget
- **Face Masks:** Attendees to any meetings or events on campus – **both internal and external** – are required to wear proper face coverings upon entrance and departure to any on-campus events. Facemasks should be worn while socializing with any event attendees, but can be removed when proper social distancing is in effect during the event.
- **Social Distancing:** Attendees to any meetings or events on campus – **both internal and external** – are required to observe 6 ft. social distancing at all times.
 - The Conference Services team will work with external clients and internal event organizers to make sure the event space is set up in a way that allows for social distancing (chair and table placement, presenter set up, etc.)

CDC Recommendations for Events and Gatherings

The risk of COVID-19 spreading at events and gatherings increases as follows:

Lowest risk: Virtual-only activities, events, and gatherings.

More risk: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).

Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

Event organizers should consider the following when planning an on-campus event:

- Outdoor events are highly encouraged and can be coordinated with the Conference Services office
- Cloth face coverings: Organizers should encourage attendees to bring and use their own face coverings at any meetings or events
- Signage: Signage should be posted in the event area with the following reminders:
 - discourages handshakes, fist bumps and high fives when greeting others
 - Hand washing needs to occur for at least 20 seconds to stop the spread of germs

- Catering modifications will be available and encouraged to ensure proper social distancing and minimize high touch surfaces; these options can be discussed with a Conference Services or SAGE team member
- Staggered event start times and programming help minimize the amount of people in a space at one time
- Implementing RSVP's and having assigned seating can help minimize anxiety on the day of event for attendees and staff – the Conference Services team can assist in these processes and help with floor plans and seating diagrams