

# Guidance for Events at Iowa State University

As of July 1, 2020

## Register your event (or ask your client to register the event) in the University Event Authorization System

» [request.event.iastate.edu](http://request.event.iastate.edu)

## Face covering requirement

» Face coverings and/or face shields are required to be worn on ISU property where physical distancing is not possible. This requirement includes visitors, event participants, faculty, staff and students.

## Contingency planning and enforcement

- » As the COVID-19 situation is evolving and guidance from government and public health agencies is refined, event organizers should create emergency contingency plans for how to modify, postpone or cancel event(s)
- » Venue staff should be trained in current public health guidance and able to enforce the following guidelines

## Follow Iowa Department of Public Health (IDPH) guidance, CDC recommendations, and guidance from the State Public Health Emergency Declarations from the Governor's office for events regarding physical distancing and maximum venue capacity

- » Consider alternative options for all events (including virtualization/teleconferencing)
- » Per IDPH and CDC, certain events should seriously explore alternative forms and/or postponement, including events:
  - » With attendees at greater risk of more serious illness after contracting COVID-19
  - » Within venue spaces where physical distancing is more difficult or impossible

## Modify event format

- » Make remote participation available when possible
- » Avoid staff and attendee physical contact and adopt alternate options (avoid handshaking, etc.)
- » Have widely available handwashing stations and/or hand sanitizer stations
- » Limit the duration of the event, i.e. meet no longer than the time needed to complete the task/purpose of the event
- » The more open and well-ventilated the space, the better. Consider outdoor options.

## Implement practices to give people more physical space

- » Overset spaces to allow for physical distancing (participants must be able to maintain physical distancing of at least 6 feet whenever possible)
- » Expand room holds: Move to larger rooms to allow for more physical space
- » In general, the number of attendees should not exceed 50% of the room's capacity
- » Venue managers should designate seating to allow for physical distancing (seat less people per table to allow for more space)
- » Consider adding floor markings for spacing and plexiglass barriers for droplet protection in customer service areas where lines are unavoidable
- » Plan how physical distancing can occur in areas that previously experienced attendee or participant congregation
- » Consider ways to stagger ingress in order to minimize lines for wandering, bag check, and ticket scanning
- » Consider scheduled egress from back to front in venues with auditorium-style seating

## Limit shared usage items

- » Change food selections to limit contact
  - » Consider moving food selections offered to include self-contained or prepackaged items
  - » Evaluate your event and the food service you offer. Your caterer should be able to assist you with the best option.
  - » Served meal options should be considered. Self-serve buffets should be avoided.

## Materials distribution

- » Pre-set or package materials to avoid passing them out (multiple touching of items)
- » Consider posting materials online or change format of materials
- » Hand materials to the attendees, rather than self-register
- » Set flexible registration cancellation policies
- » Minimize required staff when possible

## Implement good hygiene practices

- » Ask attendees/employees to practice good personal health habits
  - » Instruct individuals to stay home if they have symptoms or are feeling sick. Symptoms may be flu-like ranging from mild to serious and include cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of taste or smell.
  - » Cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and immediately dispose of the tissue
  - » Wash your hands often with soap and water, for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol if soap and water are not available
  - » Avoid touching your eyes, nose or mouth
  - » Wear a face covering, especially in contexts where maintaining proper physical distancing is difficult
  - » Do not share food, beverages or other items that come into contact with your mouth, nose or eyes
  - » Post reminders in restrooms and on message boards
- » Report spills or any housekeeping issues to building personnel immediately
- » Make hand sanitizer and cleaning supplies available
- » Disinfect high touch surfaces more frequently

## For Employees

- » Encourage all employees to monitor themselves for COVID-19 symptoms, including high fever (above 100.4°), cough, and shortness of breath in accordance with IDPH guidance
- » Require all employees to wear face coverings while at work or at the event
- » Employees who have been exposed to COVID-19 shall self-isolate in accordance with current IDPH and CDC guidance

## Provide messaging for attendees

- » Maintain a roster of all individuals involved in the event
- » Provide messaging (via email or other trackable means) to participants before the event and post signage on all main venue entrances with the guidelines for the event, including encouraging individuals to not attend if they are sick or high risk, explaining expected hygiene during the event, detailing expectations of physical distancing and how that will be implemented in the space provided, and discussing cleaning procedures before and after the event

## Cleaning and Disinfection

- » Establish a rotation for cleaning and sanitizing with particular focus on high-touch areas (e.g., shared equipment, elevator controls, customer-facing areas)
- » Use only approved cleaning products. Follow all instructions on product labels.
- » Clean in accordance with IDPH and CDC guidance

## Resources

- » (WHO) [Public Health for Mass Gatherings, Key Considerations](#)
- » (CDC) [Guidance for Mass Gatherings or Large Community Events during COVID-19](#)
- » (Event Safety Alliance) [The Event Safety Alliance Reopening Guide](#)
- » (CDC) [Cleaning and Disinfection for Community Facilities](#)
- » (IDPH) [Public Health COVID-19 Reopening Guidance](#)
- » (IA Gov.) [State Public Health Emergency Declaration 6/25/20](#)