



## **COVID-19 Event Policies**

### **Questions for Event Organizer on Event Request Form for meetings with greater than 10 people.**

These questions must be answered by the attending host and the host must sign the event request:

- Can the event follow all the JBU guidelines for physical distancing and masks?
- Will you or the event host be enforcing physical distancing and mask wearing?
- Can the number of people attending the event fit in the desired venue with physical distancing?
- If more people show up than the venue can safely physical distance, is the event host prepared to turn people away?
- A list of attendees needs to be kept for contract tracing purposes. Will you or the event host collect that information?
- Will the event have less than 50 people for indoor events or less than 100 for outdoor events?

If the answer to all of the above questions is **Yes**, then the event will be approved by Events Office.

Events that have over 50 people indoors or over 100 outdoors will need to get special permission to take place. To seek special permission simply fill out an Event Request Form and the Events Office will bring requests to the VP of advancement who will then work with your VP.

Meetings with 10 people or fewer can simply reserve rooms through outlook, no event request form needs to be filled out. Events of any size must abide by the following safety guidelines. These guidelines will be subject to change and will be updated as needed.

## **COVID-19 Health & Safety Guidelines**

### **Venue Setup:**

- The performers/players/contestants must be separated from the audience by at least 12 feet.
- Seating must be arranged to maintain a 6-foot distance between members of the audience including in front of and behind each person.
- Family groups may sit together, but 6 feet should be maintained between groups
- Lines or cues for entrance, exit, purchases, or other reasons must be marked or monitored for maintaining a distance of 6 feet between people.
- Hand sanitizer stations need to be at all entry and exit points. Most venues on campus already have this. If your desired venue does not have it or is an outdoor venue, bottles of hand sanitizer will need to be setup by the event host.
- Face coverings are required for all persons present, except for children under 10 years of age, who are exempt.
- For indoor events the maximum attendance is 50. Events with over 50 people will need to have special permission.

- For outdoor event maximum attendance is 100. Events with over 100 people outside will need to get special permission.
- JBU venues have already been set for physical distancing. No changes will be made to the room setup.

**Event Food:**

- Food-service operations will not be allowed without special permission. Only prepackaged food items will be allowed and must be served by masked and gloved workers.
- Everyone must wear a close-fitting mask except for while they are eating.

*Updated July 23, 2020*