



NC STATE UNIVERSITY

COVID-19 Toolkit
for
In-Person Events

University Special Events
University Advancement

As of June 23, 2020
Please check back regularly as this
toolkit will continue to evolve.

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Guidelines for In-Person Campus Events

**The health and safety of our faculty, staff, students, and guests remains our top priority. The guidelines will continue to evolve based on the recommendations and guidelines set by the NC Department of Health and Human Services (NCDHHS) and the Centers for Disease Control and Prevention (CDC).*

As of June 23, 2020 (and part of Phase 2 of North Carolina's Safer at Home order), gatherings of more than 10 people in a single indoor space remains prohibited. In outdoor spaces, gatherings of more than 25 people are prohibited.

Employee Health Screening

Employees who are sick should stay home. Employees are to record their temperature daily and monitor themselves for the following symptoms:

- Cough
- Shortness of Breath
- Sore Throat
- Muscle Aches
- Headache
- Chills/Shaking
- Lost Sense of Smell/Taste
- Fever greater than 100.4°F

If any of these symptoms exist, the employee must stay home (or leave the workplace) and call their supervisor.

Pre-Event Communication

- Pre-arrival communication should go out to ask guests to not attend the event/activity if they have or have had COVID like symptoms over the past 14 days.
- Pre-Event communication should set clear expectations for what the guest can expect at the event.
- Effective July 1 and throughout at least the fall 2020 semester, face coverings will be required to be worn by students, faculty, staff and visitors in all NC State buildings and in all university programs held in nonuniversity buildings.
- Sample pre-event communication language:

COVID-19 HEALTH AND SAFETY

While we look forward to this private viewing, the health and safety of our guests remains our top priority. Please do not attend the event if you are experiencing any of the following symptoms:

- Cough
- Shortness of breath

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- Sore throat
- Muscle Aches
- Headache
- Chills/Shaking
- Lost sense of taste/smell
- Fever greater than 100.4°F

We kindly ask that you also abide by the following:

- Physical distancing | Please remain 6 feet apart from fellow attendees.
 - Wear a mask | Effective July 1 and throughout at least the fall 2020 semester, [face coverings will be required to be worn by students, faculty, staff and visitors in all NC State buildings](#) and in all university programs held in nonuniversity buildings.
- Consider the following language on your invitation in terms of liability (written by the NC State Office of General Counsel):
 - “An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. Although the [University/Foundation] has instituted reasonable practices in an attempt to lessen or reduce the spread of COVID-19, [University/Foundation] cannot guarantee that you will never get exposed to the virus or get sick from it. By attending a [University/Foundation] event, you voluntarily assume all risks related to exposure to COVID-19.”

Layout Considerations/Capacity

- Determine maximum safe capacity for the venue
- Determine a layout and table settings that allows physical distancing
- Staff should monitor placement of furniture and food/beverage stations prior to each event to ensure proper physical distancing
- Floors should be marked/taped in high traffic areas and tight workspaces to designate “safe space” zones- provides guidance for maintaining 6 feet apart.
- Wellness screens should be considered for any area that it is deemed necessary. NC State list of businesses to use for purchasing PPE as part of their “Protect the Pack” initiative.
 - <https://docs.google.com/spreadsheets/d/1YY1ky6qu5ozDaaqO-2QeHl9ttdrHIQWCao-BzjegKI/edit?usp=sharing>
- Considering removing any high touch, unnecessary items from the venue. Example: pens, magazines, brochures, bowls of mints, etc.

Signage

- Signage with health and hygiene reminders should be in place at event entrance(s), public restrooms, and work areas. This should include the proper way to wear, handle and dispose of masks.

Employee Check In/Pre-Event Meeting

- Employee pre-shift meetings should be conducted virtually or in areas that allow for appropriate physical distancing between employees.
- Employee arrival times should be staggered to minimize traffic volume.
- A one-way entrance and exit for employees should be determined when possible.
- Consider where and how to store employee's personal belongings.
- Set clear expectations of employees for following protocol
 - For example: Remind them to try to encourage physical distancing of guests, clean and disinfect areas, wash their hands regularly, practice physical distancing as much as possible from co-workers and guests, etc.

Sanitizing Plan/Air Flow Considerations

- Create a sanitizing plan for your particular venue prior to your event.
- Specific sanitation consideration should be paid to the following items in the public areas prior to, during, and following events:
 - High-touch areas
 - Desks, counter tops, tables and chairs
 - Lecterns, microphones, sound system and other equipment
 - Phones, electronic equipment and remotes
 - Thermostats
 - Cabinetry, pulls and hardware
 - Doors and doorknobs
 - Elevators fixtures and handrails
 - Bathroom vanities and accessories
 - Bathroom fixtures and hardware
 - Windows, mirrors and frames
 - Lights and lighting controls
 - Closets, hangers and other amenities
- Hand sanitizer dispensers (touchless whenever possible) should be placed at the main entrance and throughout the venue.
 - Hand sanitizer placement is best when it is easily accessible and within sight
- Extensive cleaning and sanitation guidelines and measures should be in effect and supervised and documented by a manager at each event.
- Doors that can be, should be propped open with a door stop.

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- Air handlers should be programmed and adjusted to bring in more fresh air during events, when possible.
- Event Checklist - https://docs.google.com/spreadsheets/d/1pgmhp3q2aNpfahHtGXhspA95ld2-ZLzkaOSRGvsA_cs/edit?usp=sharing

Printed Materials

- Paper (disposable) printed materials are allowed: nametags (would recommend adhesive), tablecards, placecards, menu cards and food identifiers.
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Entry and Exit Guidelines/Event Guidelines

- Points of entry should be limited to better monitor social distancing. Entrance and Exit should be one way to avoid the need to cross paths.
- Advise guests to practice physical distancing by standing at least six feet away from other groups of people not traveling with them.
- Any check-in procedure should remain touchless. Consider using technology when possible.
- Staff should manage physical distancing at entries, restrooms, entertainment space and work areas.
- Coats and personal belongings are discouraged at this time. All personal belongings must stay with the guest during the event.
- Cell phones and other personal items should be discouraged from being set on the table or other public surfaces.
- Restroom capacity will vary depending on the venue. However, it is recommended that only one to two people be allowed in the restroom at a time. Cleaning and sanitizing procedures should be in place.
- Ensure an accurate attendee list should COVID-19 contact tracing be required.

Food Safety Guidelines

- The same general/basic food safety guidelines are applicable with extra safety and sanitation precautions now in effect.
- No self-serve buffet style catering should be allowed at this time.
- All food and beverage items should be individually plated and served by being placed on the table (or other surface). Items should not be handed directly to guests.
- Coffee and other break items should be attended to and served by a server unless individual bottled beverages and snacks are provided for guests.
- Bar snacks should be served per individual guest and not shared by guests.
- Straws must be individually wrapped.
- Flatware should be rolled-up or individual cutlery packets provided.
- Condiments served should be disposable, individual packets, or sanitized individual containers.

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- Cocktail napkins should be given to the guest with their beverage by a gloved server.
- At seated dinners, guests should be given plastic or paper bags to hold their face coverings.

Event and Catering Staff Guidelines

- Extensive cleaning and sanitation guidelines and measures will be in effect and supervised and documented by a manager at each event.
- Food and beverage servers should wear face coverings. Gloves should be considered and should be changed regularly.
- Staff hand washing should be happening at regular intervals throughout the event.

Sick Guest/Staff Protocol

- If staff is alerted to a presumptive case of COVID-19 at the event, they should work with campus health services and/or NC DHHS officials to follow the appropriate actions recommended for tracking and reporting. The guest should be told to leave (return home and contact their healthcare provider as appropriate or call 911 if the person seems very ill).

Post Event Clean Up

- Employees should wear clean gloves after the event to clean up.
- Any linens should be placed in a single use plastic bag for transport.
- Extensive sanitizing procedures should be followed.

Links to Guidelines/Resources

- CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- A great guide for safe meeting space design: <https://www.psav.com/what-we-do/industry-advocacy/meetSAFE>
- Event Safety Alliance Reopening Guide: <https://www.eventsafetyalliance.org/esa-reopening-guide>
 - [NCDHHS guidelines for “Community Events”](#)
 - [RAVE Events Covid Response](#)
 - [NC State Facilities COVID Response](#)