



# INTERIM GUIDELINES FOR CAMPUS EVENTS

Updated as of: October 19, 2020

THE UNIVERSITY OF TEXAS AT ARLINGTON



# Interim Guidelines for Campus Events

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# Guidelines for Event Planning and Operations

## Purpose

The *Guidelines for Event Planning and Operations* presents a consistent structure for those organizing events at the University of Texas at Arlington to do so in a manner that prioritizes the health, safety, and well-being of all members of our University community and the public with whom we interact. These guidelines are an extension of the University's Campus Repopulation Plan and present a phased approach to event operations.

## Guiding Principles

UTA recognizes the critical role events play in building campus community, introducing prospective students to the University and meeting academic, extracurricular, service, athletic, leadership, and other program and individual objectives. As such, the University remains committed to providing events for students, faculty and staff in the 2020-2021 academic year. To support the health and safety of our community, the structure of those events will change during the COVID-19 pandemic. Event organizers are encouraged to develop virtual events, when possible. If a virtual event is not possible, planners should carefully consider the need and goals of the event. The following information will assist you in achieving your event goals while safeguarding the health and well-being of all members of the University community and visitors.

## Event Guidelines as of October 19, 2020

Small, indoor and outdoor events are permitted with proper mitigation restrictions and social distancing measures. Virtual, online and broadcast events and meetings are preferred. Large events are not permitted.

**Indoor Events:** To promote proper social distancing, events should not exceed 25% of venue/room capacity. Due to venue size, reservation requests for Texas Hall, College Park Center of the Maverick Activities Center require additional approval by the appropriate Vice President.

**Outdoor Events:** Events that support the core mission of the University are permitted. Social distancing, safety protocols and local health authority guidelines apply. Other events are restricted to 10 people or less under Executive Order GA-32.

### Event Categories:

- Events Exclusively for the UTA Community – Allowed
- Events Open to the General Public – Allowed, with additional review and approval by the respective Dean/Vice President and venue manager

### Summary of Event Requirements and Guidance (Reference General Event Guidance section for additional information):

- Social Distancing – Required
- Food and Beverage Service – Limited
- Contact Tracing Efforts – Required
- Cleaning/Sanitation – Enhanced
- PPE – Required
- Large/Mass Gathering Events – Prohibited
- Pre-Event COVID-19 Communications Plan and Symptom Monitoring for Attendees – Required
- If permitted under Executive Order No. GA-32, event planners for outdoor events should develop and utilize a crowd management plan to monitor crowd density to ensure proper social distancing

# General Guidance for Event Organizers

## Event Capacity Limits

Event capacities shall be dictated by the capacity restrictions of the venue or space reserved, unless University, State or local mandates further restrict capacities. Such additional restrictions include:

- Restrictions based on University Event Guidelines
- CDC Guidance and Risk Assessment of Events and Gatherings
- State of Texas Governor’s Executive Orders
- UT System Requirements
- Local Health Authority

A summary of current event capacity restrictions will be maintained on the UTA Coronavirus webpage, under the **Campus and Events Updates** section.

## General Guidelines for All Events

The following guidelines should be considered when planning any meeting or event on campus.

### Attendance Tracking and Contact Tracing

- Event organizer should maintain a list of event participants, as best as possible, in the event contact tracing by the University or local health authority is needed for an attendee or participant. Ticketing or check-in process is recommended.
- An RSVP process should be used to allow event coordinators the opportunity to plan for the event size and better accommodate social distancing guidelines
- To help reduce the number of visitors coming to campus, it is preferable to limit attendance to UTA community. Exceptions should be made by the respective Dean/Vice President for departments, and venue manager. Student organizations should receive approval from the Student Organizations Office.
- Event organizers can utilize resources such as the “Event Pass” function in the MavOrgs platform, MachForms, Handshake or similar electronic platforms to register and check in guests.

### Classroom Event Space

- Any academic building rooms that are being used for classes shall not be available for event use

### Cleaning and Sanitization

- Prior to events, event coordinators should plan on cleaning/disinfecting tables, chairs and other common touch points, unless otherwise cleaned by venue
- Following the event, tables, chairs, and used equipment should be disinfected and cleaned by event coordinator, unless otherwise cleaned by venue

- Hand sanitization stations should be made available at any event:
  - Hand sanitizer station at all entry points; recommend a minimum of 1 station per 100 attendees
  - Hand sanitizer station at any high-touchpoint locations or stations in the event space

#### COVID-19 Event Communications

- Event organizer should include UT Arlington COVID-19 requirements (such as use of face coverings, social distancing, self-monitoring of symptoms prior to coming to event) in event communications and publicity
- Signage reminding participants of COVID-19 protocols should be displayed at the entrance of events
- Add to UTA events calendar with details, including limited number of attendees; make timely, appropriate changes if event is moved online or canceled
- Share information on events with MavWire and TrailBlazer newsletter; make timely notification if event is moved to online or canceled

#### Event Staff and Volunteers

- Event organizer should provide the appropriate PPE (masks, gloves, face shields, etc.) to staff and volunteers working and managing events
- Implement pandemic and COVID-19 training for all employees/event staff, to include cleaning and sanitizing of surfaces and equipment
- Event staff are expected to clean and sanitize common touch points and surfaces in the event area throughout the event with a target goal of every 30 minutes for each surface and touch point
- Event planner shall provide hand sanitizer/disinfecting wipes if not already provided at the venue location
- Enforce requirements for regular hand washing and social distancing
- Schedule hand washing/sanitizing breaks every 30 minutes during the event; use a rotation schedule for staff to maintain proper hand washing breaks
- Require gloves (if used) to be replaced following each break
- When possible, consider splitting staff into teams and rotating staff teams for events as to not expose the entire staff to a single event

#### Face Coverings

- Face coverings are required in all University buildings and events (See University Face Covering Protocol)

#### Food and Beverage Service

- All food for all events should be provided by on-campus vendors only, no vendors from off-campus should be allowed to cater or provide food service for an event
- No self-service buffet style food distribution
- No “potluck” style food service

- All food should be prepackaged and prepared in commercial kitchens and served in closed containers. Concessions must be pre-packaged individual servings (no catering lines, pizza, or repackaged foods).
- Disposable utensils, plates, etc. should be provided and used
- Disposable gloves should be used for any handling of food and beverage
- Money transactions related to any food service or sales should strive for contactless transactions

#### Guest Speakers

- Event organizers should review event plans that include speakers invited from off campus, including domestic or international travel and UTA travel advisories.
- Guest speakers should follow UTA's self-monitoring protocols for COVID-19 prior to arrival

#### Social Distancing

- All participants are expected to maintain 6-foot social distancing at events and activities
- Signage at the event should be used to remind and promote social distancing protocols
- Implement separate event entrance and exit when possible to manage participant traffic flow and limit contact, encouraging social distancing.

#### Space Requirements for Indoor Events

- Unless a socially distance room capacity is posted or provided for the space being used, allocate 36 square feet per person. This is to allow for 6 feet of social distancing for participants. As a general guide, indoor spaces should not exceed 25% of the normal occupancy limit.
- Individual venue specific guidelines should be consulted and considered for calculating room capacities
- When possible, consider designating single direction traffic flow and separate entry/exit points to encourage social distancing

#### Space Requirements for Outdoor Events

- Executive Order GA-32 allows for events that support the core mission of the University. All other outdoor events are restricted to no more than 10 people without an exception approved by local officials.
- For permitted outdoor events, event planners should:
  - Allocate 36 square feet per person. This is to allow for 6 feet of social distancing for participants
  - Designated viewing spaces for events:
    - When possible, event coordinators should identify viewing areas for individuals or households. Depending on the event and location, this might be done by marking the area with cones, field paint, tent, blanket or tables and chairs.

- Viewing areas should be separated from other viewing areas by 12 feet to allow for pedestrian traffic. If viewing areas cannot be spaced this far apart, consider a narrower space with single-direction pedestrian flow.

### Student Organizations

- Student Organizations are welcome and encouraged to host events and activities compliant with university event guidelines. It becomes important to work with your faculty/staff advisor and Student Organizations staff to understand and discuss event ideas.
- Student Organizations should begin event planning by registering all events for review and approval through [mavorgs.uta.edu](http://mavorgs.uta.edu).
- Requests for off campus events will not be approved for the fall semester.
- Student organizations with questions or an interest in discussing event planning options on campus should contact Student Organizations staff for advising by emailing [mavorgs@uta.edu](mailto:mavorgs@uta.edu), calling 817-272-2293 or visiting [www.uta.edu/studentorganizations](http://www.uta.edu/studentorganizations)

### Additional Guidelines for Specific Event Types

Following are recommendations and guidelines for specific types of events. This is not an exhaustive list of event types or requirements. It is provided to help event organizers consider unique requirements in planning various types of events.

### Academic

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- Six feet of distance should be maintained between all participants.
- Seating may vary depending on size of table utilized:
  - A six-foot long rectangular table would be able to seat 1 person on a long side or 2 people on opposite short ends
  - 36" Round tables are limited to 1 person
  - 60" Round tables are limited to 2 people
  - 72" Round tables are limited to 4 people
  - A minimum of six feet of space must be maintained between tables

### Athletic, Recreational, and High-Intensity Events

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- Fixed seating
  - Venues with fixed seating should utilize reserved seating for participants
  - Seats not in use should be visibly marked off
  - Participants should have at least two empty seats between each other (or six feet) and at least one empty row in front of and behind



- The aisle seat on either end of a row should be vacant
- Due to the nature of athletic events, it is recommended the front row of a section closest to the performance area not be utilized for seating
- Bleacher seating
  - By nature, bleacher seating creates additional challenges to promote social distancing
  - Seating locations should be marked and numbered so they can be used in an assigned/reserved seating process, if possible
  - Individual seating areas should be six feet from adjacent seating areas
  - Areas between seats and rows that are not being used should be clearly marked for promoting social distancing
- Participants in high contact/high intensity events, sports and/or competitions shall not be permitted unless they follow an established COVID-19 testing protocol outlined by an associated conference or league, and approved by the University
- Other recreational events may be considered if current safety protocols can be reasonably maintained
- Intercollegiate Athletics
  - In addition to the guidelines found in this document, Intercollegiate Athletics will also follow guidance of the NCAA and the Sun Belt Conference

#### Banquet/Luncheon

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- Six feet of distance should be maintained between participants
- Seating capacity may vary depending on size of table utilized:
  - 36" Round tables are limited to 1 person
  - 60" Round tables are limited to 2 people
  - 72" Round tables are limited to 4 people
- A minimum of six feet of space must be maintained between tables
- Participants should wear masks as they arrive, move around the room, or leave. Masks may be removed when seated and preparing to eat.

#### Classroom Style Setup

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- Six feet of distance should be maintained between all participants
- Seating may vary depending on size of table utilized:
  - A six-foot long rectangular table would be able to seat 1 person on a long side or 2 people on opposite ends.

#### Community Service

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities

- When possible, select opportunities that can be done outside
- Individuals may not be in a group larger than 10 individuals. Within these groups, individuals should, to the extent possible, minimize in-person contact with others not in the individual's household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.

#### Free Speech Event, Demonstration, Rally, Protest

- These may take place in the public forum areas of campus, including the sidewalks, parks and plazas (such as UC Mall, Library, Mall, Engineering Quad, etc.). They do not include the buildings, structures, residential, athletic areas on campus.
- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- In accordance with UTA's free speech policy GA-PA-P01, Public Assemblies including gatherings of persons including discussions, rallies and demonstrations are permitted and should comply with university policies on social distancing and COVID-19 precautions. These public assemblies on campus may occur in any place where, at the time of the assembly, the persons assembling are permitted to be (provided the space is not previously reserved) and in compliance with the free speech policy.
- Students are encouraged to contact the office of Involvement and Engagement at least two weeks prior to free speech events in order to reserve space and avoid conflicting events.

#### Intramurals

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities

#### Meetings

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- Meetings should continue to take place in a virtual setting wherever possible

#### Networking Events

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- If a seated event, six feet of distance should be maintained between participants. Seating may vary depending on size of tables utilized.
  - Six feet of space must be maintained between tables
- If a standing event, six feet of distance should be maintained between participants
  - The total number of people admitted to the event should allow for 36 square feet of space per participant.

### Performance or Recital

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- Fixed seating
  - Venues with fixed seating should utilize reserved seating for participants
  - Seats not in use should be visibly marked off
  - Participants should have at least two empty seats between each other (or six feet) and at least one empty row in front of and behind
  - The aisle seat on either end of a row should be vacant
  - The front row of a section closest to the stage may be utilized for seating
- Chair seating
  - If chairs are to be set theater style, chairs should be spaced six feet apart with 6 feet in front of and behind each row
  - Aisles should be a minimum of 6 feet in width

### Social Event

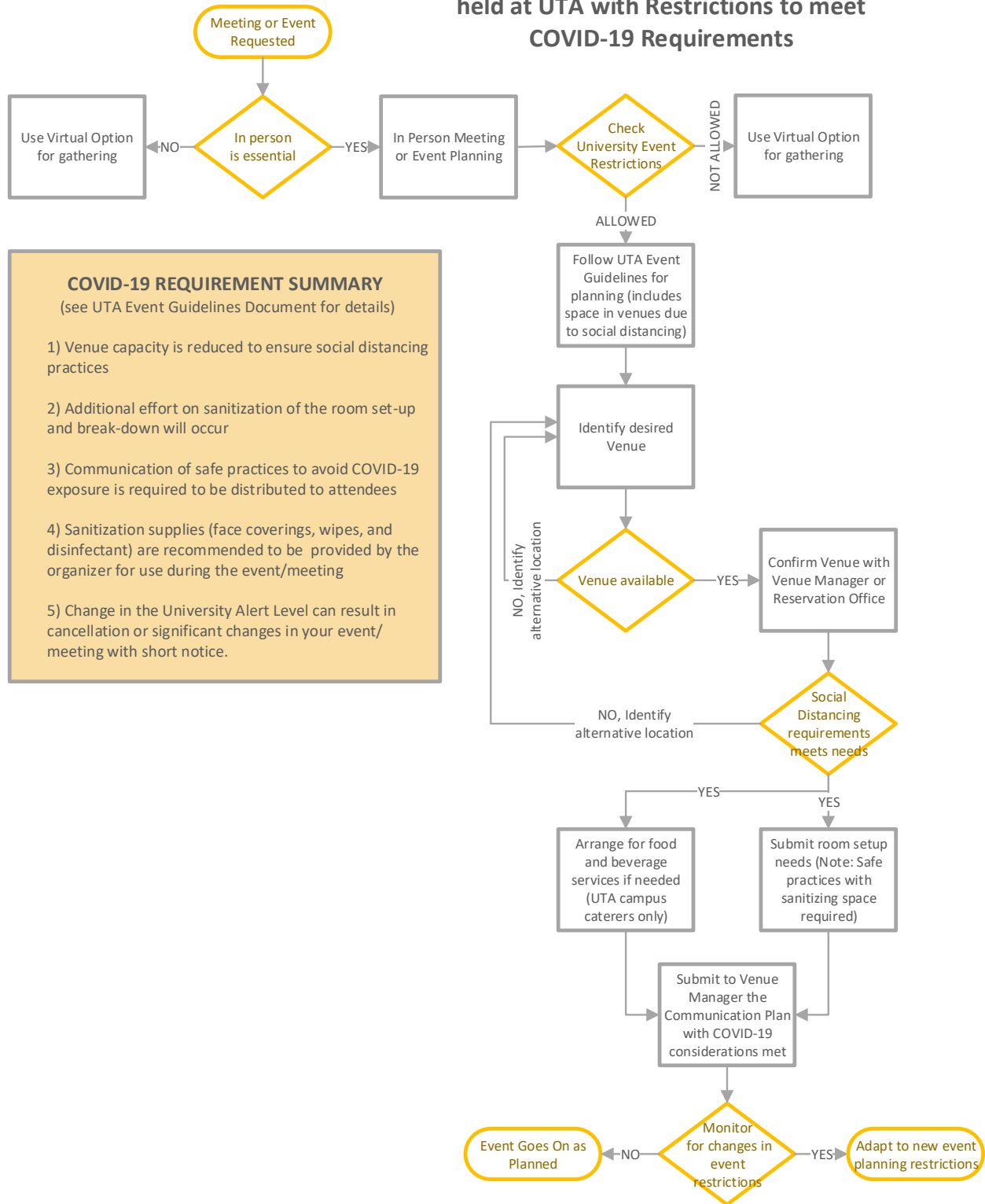
- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- If a seated event, six feet of distance should be maintained between participants
  - Seating may vary depending on size of table utilized
  - Six feet of space must be maintained between tables
- If a standing event, six feet of distance should be maintained between participants

### Tabling

- Please reference general event guidelines for the necessary protocols regarding hosting all events and activities
- Maximum of one person per table (or two people when sitting at opposite ends of a 6-foot table)
- Maintain a minimum of six feet spacing for tables
- In outdoor zones reserved by Involvement & Engagement masks should be worn when possible while working the tabling event or program
- During tabling activities, event coordinators are asked to limit the exchange of items or good including freebies or giveaways
- Contactless methods should be developed for people to “sign-up” or collect information
- If a tabling event involves anything other than a table set-up and information distribution, then additional protocols will be required

## Appendix A: Event Planning Decision Flow Chart

### EVENT/MEETING PLANNING DECISION FLOW held at UTA with Restrictions to meet COVID-19 Requirements



## Appendix B: Adjusted Social Distancing Capacity of Commonly Used Rooms/Venues

The following chart indicates updated event capacities and set-up types based on social distancing requirements in several commonly used rooms and spaces. For spaces not listed below, consult with venue operator on social distancing requirements and maximum capacities.

<b>University Center Rooms</b>				
	<b>Theater</b>	<b>Classroom</b>	<b>U-Shape</b>	<b>Banquet</b>
Rio Grande	60	66	52	48
Rio A	54	42	22	32
Rio B	24	17	15	14
Red River	23	18	11	20
Concho	20	18	11	18
RR/Concho	33	36	29	39
San Saba	n/a	7	n/a	n/a
Palo Pinto	n/a	7	n/a	n/a
SS/PP	n/a	14	n/a	n/a
Guadalupe	n/a	12	n/a	n/a
Club Room	6	6	6	4
Academy	23	15	13	18
Blanco	n/a	n/a	3	n/a
Pecos	n/a	n/a	3	n/a
Sabine	n/a	n/a	4	n/a
Palo Duro	Work with UC Operations for capacities			
Rosebud	86	n/a	n/a	n/a
<b>Commons Rooms</b>				
	<b>Theater</b>	<b>Classroom</b>	<b>U-Shape</b>	<b>Banquet</b>
Nueces A	13	12	9	13
Nueces B	13	12	9	13
Nueces Combo	25	24	18	25
Caddo	n/a	6	n/a	n/a
Frio	n/a	6	n/a	n/a
<b>College Park Center</b>				
	<b>Theater</b>	<b>Classroom</b>	<b>U-Shape</b>	<b>Banquet</b>
Hospitality Suite	36	24	16	40
Parkside Concourse	24	n/a	16	32
Arena Floor	168	112	n/a	132

Appendix C: Sample Event Setups with Social Distancing

