

North Central College
Campus Facility Guide for Event/Meeting Planning
Guidelines enforcement begins August 1, 2020, until further notice.

This document is based on current guidance and recommendations from the following: Center for Disease Control (CDC), Restore Illinois, Illinois Department of Public Health (IDPH), and North Central College's COVID-19 Institutional Response Team (IRT). As such, this is a fluid document that will continue to evolve as changes in recommendations are made from the aforementioned parties.

Meetings should be held in whole or part using electronic collaboration tools (e.g. Microsoft Teams, Skype, telephone, etc.) as much as possible even when space is available.

For Event Approvers, the following restrictions are **required** of all event inquiries and shall be made apparent to the Event requestor before any event requests are approved.

- 1) For indoor venues, the limits of event occupation/attendance shall not exceed 50 persons or 50% of the designed space capacity, whichever is less, and the requested space shall accommodate a social distancing provision of 6-feet per-person. Indoor venue require that all attendees wear face coverings and conform to social distancing.
- 2) For outdoor venues, the limit of event occupation/attendance shall not exceed 20% of the designed capacity. Open campus spaces without designated occupancy limits shall maintain a 50 person limit.
- 3) All event attendees should self-monitor their temperature prior to arriving to the event. Should temperature meet or exceed **100.4 Fahrenheit**, the attendee should stay home and follow-up with the appropriate medical precautions.
- 4) Food & beverage service at events are discouraged. If food & beverage are essential, only prepackaged-individual servings are permitted. No buffet style or served meals are permitted.
- 5) Event planners are responsible for enforcement of the policies stated above.
- 6) Singing/vocal events are not allowed until further notice.

Special Notes:

- 1) The Dixon property and Smith House are currently Off-line for events and meetings until further notice.
- 2) Stevenson Hall, located in the Wentz science Center is reserved for North Central College Academic purposes only.
- 3) Classroom spaces are restricted until further notice for College sponsored Academic purposes or College sponsored Student Activities.