



This document is based on current guidance and recommendations from the following: Center for Disease Control (CDC), Restore Illinois – Phase 4, 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.

For the purpose of this document, the word ‘activities’ refers to any event, meeting, or gathering that will take place on North Central College’s campus, and is sponsored by a registered student organization, or academic/administrative unit/department.

### **Outdoor Events**

In order to better control and manage the safe use of outdoor spaces, temporary fencing has been installed in five designated places for outdoor events until further notice. *See appendix I for location layouts and capacities):*

- Seager Lawn - Between Jefferson Lounge and Schneller Hall
- Rall House Lawn – south of the Rall House
- Oesterle Library Lawn - east lawn between the Library and Goldspohn Hall (
- Res Rec West Plaza - outdoor space between Res Rec and Merner Field House
- Old Main Lawn: Perimeter markings will be put up and taken down after each event (event manager will coordinate directly with Operations staff via [maintenance@noctrl.edu](mailto:maintenance@noctrl.edu))

All individuals should self-monitor for COVID-19 symptoms prior to attending a meeting or event. Should symptoms be present, individuals should stay home and follow-up with the appropriate medical precautions.

Food and beverage service at events are discouraged. If food and beverage are essential, only prepackaged individual servings are permitted. No buffet style or served meals are permitted. Social distancing should be maintained during consumption of any food or beverages.

Singing/vocal events are not allowed until further notice.

Event planners are responsible for enforcement of the policies.

### **Requirements for Outdoor Space Reservations**

- **Reservation of space:**
  - *For campus departments:*
    - Reserve space and receive space approval through the College calendar at [calendar.noctrl.edu](http://calendar.noctrl.edu)
    - Follow checklist of requirements for usage of outdoor space as provided by space approvers
  - *For student organizations/student groups:*
    - 1<sup>st</sup>: Reserve designated outdoor space and receive space approval through the College calendar at [calendar.noctrl.edu](http://calendar.noctrl.edu)
    - 2<sup>nd</sup>: Event listed and approved through Presence at [noctrl.presence.io](http://noctrl.presence.io)

- 3<sup>rd</sup>: Event planner will receive check list from the Office of Student Involvement with requirements for usage of outdoor space. Check list must be submitted prior to event.
  - 4<sup>th</sup>: Follow checklist of requirements for outdoor space. *See appendix II.*
  
- **Event Attendance Tracking and Supervision:**
  - *For campus departments:*
    - Attendance collection is required at the event. Attendance tracking is utilized to collect name, email address, phone number, and NCC status (student/faculty/staff). Everyone at the event is to be accounted for and documented (staff, workers, volunteers, patrons, etc.).
    - When possible, a pre-registration or RSVP process should also be utilized.
    - For events with 1-10 participants and pre-registration/RSVP, it is encouraged (but not required) to have a professional staff or faculty member in attendance.
    - For events with 11-50 participants (or fewer based on space capacity), it is required to have a professional staff or faculty member in attendance as the supervisor of the event.
    - Event organizers are responsible for maintaining attendance records in the event they are needed for contact tracing purposes.
  
  - *For student organizations/student groups:*
    - Attendance collection is required at the event through Presence. Overall attendance should include patrons, workers, staff, etc. Everyone at the event is to be accounted for and documented (staff, workers, volunteers, patrons, etc.).
    - When possible, a pre-registration or RSVP process should be utilized.
    - For events with 1-10 participants and pre-registration/RSVP, it is encouraged (but not required) to have the organization advisor, a professional staff member, a faculty member, or Office of Student Involvement student staff member in attendance as the supervisor of the event.
    - For events with 11-50 participants (or fewer based on space capacity), it is required to have the organization advisor, a professional staff member, a faculty member, or Office of Student Involvement student staff member in attendance as the supervisor of the event.
    - If an advisor or professional staff member cannot be present, event planner/manager must reach out to the Office of Student Involvement 3 business days before the event to arrange for alternatives.
    - Event organizers are responsible for maintaining attendance records in the event they are needed for contact tracing purposes.
  
- Event planner/managers will ensure all expectations are met or will immediately end the event. Ending the event will be done by the event management staff.
  - Capacity of the event space must always be posted and adhered to throughout the duration of the event
  - Perimeter of the event space is marked by temporary fencing material that will be kept in place until further notice
  - Upon arrival at event, the event manager will ensure entrance/exit/capacity signage is present and in good condition (inform Office of Student Involvement if signage is needed)

- If there are concerns about capacity limits and/or crowds and the event planner/manager or supervisor is having trouble limiting guests, call Campus Safety if assistance is needed.
- Should inclement weather enter the area, the scheduled event is to be canceled. Due to limited indoor space availability, rain locations are not available at this time.
- If an event is found in non-compliance of policies, the event will be suspended immediately. Groups found in non-compliance run the risk of having their funding and/or status as an approved student organization suspended.

### **Requirements for all Event Attendees**

- Encourage those who are feeling ill to remain home
- Remind event attendees of self-monitoring regarding temperature and symptoms
- Continue to follow guidelines of the CDC and DuPage County Health Department (DCHD)
  - Use of specified PPE (e.g. face coverings) – must be worn at all times and monitored by the event manager or coordinator
  - Overall hygiene, including hand washing and covering coughs/sneezes
  - Social/physical distancing – maintaining a 6' (approximately two arm's length) distance from other event attendees
  - Proper cleaning and disinfecting protocols before and after the event – if applicable
- Check-in with event planners/organizers for attendance records
- Utilize marked entry and exit points

**Event Planners/Managers acknowledge that if found responsible for egregious violations of the #TogetherNC pledge\*, repeated non-compliance of North Central College's health and safety expectations, or hosting unsafe gatherings, they will be held accountable. Students will be accountable per the Student Handbook. Faculty/Staff hosting an event not found in compliance will be accountable per the Employee Personnel Policy Guide.**

*\*As a reminder, the pledge is a promise to adhere and uphold the College policies and guidelines during COVID-19.*

# CAPACITY: 41

Lawn South of Oesterle Library



[covid.northcentralcollege.edu](https://covid.northcentralcollege.edu)

#TOGETHER  
NC



NORTH CENTRAL  
COLLEGE 1861

# CAPACITY: 50

South Rall House Lawn



[covid.northcentralcollege.edu](https://covid.northcentralcollege.edu)

#TOGETHER  
NC



NORTH CENTRAL  
COLLEGE 1861



# CAPACITY: 50

Res/Rec West Plaza



[covid.northcentralcollege.edu](https://covid.northcentralcollege.edu)

#TOGETHER  
**NC**



NORTH CENTRAL  
COLLEGE 1861

# CAPACITY: 30

Seager Lawn



[covid.northcentralcollege.edu](https://covid.northcentralcollege.edu)

**NC**  
#TOGETHER



NORTH CENTRAL  
COLLEGE 1861

## Appendix II: Outdoor Event Checklist

*\*this document will be sent to event planner/manager upon the reservation and approval of their space/event\**



**NORTH CENTRAL  
COLLEGE 1861**

### **Outdoor Event Checklist: COVID -19** (updated 9.23.20)

The following checklist is for event planners/managers who have, or are in the process of, scheduling outdoor events at North Central College. It is essential that we prioritize the health and safety of our campus community and acknowledge the risk associated with meeting in groups. Understanding there are different types of activities that take place all over campus, it is important to recognize that your actions and behaviors can put others at risk. **This form is to be completed PRIOR to your event.**

For the purpose of this document, the word 'activities' refers to any event, meeting, or gathering that will take place on North Central College's campus, and is sponsored by a registered student organization, or academic/administrative unit/department. This document is working in conjunction with the **Outdoor Event Protocol: COVID-19.**

For in-person activities:

- I have explored virtual options and have determined that this activity must take place in-person.
- I have reserved space using the college calendar system: [calendar.noctrl.edu](http://calendar.noctrl.edu)
- I have registered the event on Presence. (requirement for student groups)
- I have a mechanism in place (e.g. Presence for student orgs) to take attendance, including attendee's name, email address, phone number, and NCC status (student/faculty/staff) and I will retain this information if needed for contact tracing.
- When applicable, I have created an RSVP/reservation system for this event.
- I have confirmed the space capacity and confirm our activity will not exceed the capacity posted, including staff/group members who may be working the activity.
- For events with 11-50 participants (or fewer based on space capacity), I know it is required to have the organization advisor, or a staff/faculty member in attendance as the supervisor of the event. I have communicated and setup with this individual to ensure they will be at the event.
- I acknowledge food and beverage service at events are discouraged. If food and beverage are essential, only prepackaged individual servings are permitted. Social distancing should be maintained during consumption of any food or beverage.
- I will ensure that face coverings will be worn by all attendees, ~~at all times.~~
- During the event I will take the necessary precautions to ensure that attendees will be able to maintain 6 feet of physical distancing throughout the activity.
- I confirm that our activity is only open to current North Central College students, faculty, and staff (in compliance with North Central's visitor policy).
- There will be no singing, as it is currently not permitted on campus.
- Playing of musical instruments is not permitted in which air from a person is required to play the instrument (i.e. brass, woodwinds) unless there is a 12 feet separation and/or barrier.
- The nature of the activity complies with all North Central College, State of Illinois, DuPage County Health Department, and Center for Disease Control policies and procedures.
- I accept responsibilities for the enforcement of the policies stated above.

**By signing this form, I acknowledge that I am responsible for egregious violations of the #TogetherNC pledge\*, repeated non-compliance of North Central College's health and safety expectations, or hosting unsafe gatherings, they will be held accountable. Students will be accountable per the Student Handbook. Faculty/Staff hosting an event not found in compliance will be accountable per the Employee Personnel Policy Guide.**

*\*As a reminder, the pledge is a promise to adhere and uphold the College policies and guidelines during COVID-19.*

Name: \_\_\_\_\_ ID:# \_\_\_\_\_ NOCTRL email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ StudentOrg/Dept: \_\_\_\_\_

Signature: \_\_\_\_\_ Todays Date: \_\_\_\_\_

*For student events, this form should be submitted to the Office of Student Involvement: [getinvolved@noctrl.edu](mailto:getinvolved@noctrl.edu)*

*For all other events, this form should be returned to campus safety: [campussafety@noctrl.edu](mailto:campussafety@noctrl.edu)*