



General On-Campus Event Guidelines [Updated March 8, 2021]

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), Campus Facilities Team research within peer, aspirant, and NAC&U Institutions, 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 'event' refers to any activity, 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. There are additional protocols in place for Intramural/Recreational Activities and Music & Performing Arts Activities for Extracurricular Student Organizations.

These parameters are in place for event planners/managers who have, or are in the process of, scheduling meetings or 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 events that will take place all over campus, it is important to recognize that your actions and behaviors can put others at risk.

General Requirements for COVID-19 Preparedness Plans (pertains to all in-person functions)

- Participants will always wear face coverings over their nose and mouth. No exceptions.
- Participants will maintain physical distance according to the context-specific guidelines, never less than 6 feet.
- Portable hand sanitizing stations will be available upon request, for outdoor events (maintenance@noctrl.edu).
- Participants are required to follow all College policies and procedures and their commitment to the #TogetherNC pledge.
- Event organizers must complete all items included in the [In-Person Event Agreement](#).
 - The checklist is generated by Qualtrics and will be located in several different locations for ease of access.
 - Responses to the checklist must be submitted and will be reviewed by designated campus personnel.
- For indoor and outdoor venues, the limits of the event occupation/attendance shall not exceed the noted capacity.
- Food and beverage service at events is discouraged. If food and beverages are essential, only pre-packaged individual servings are permitted. No buffet style or served meals are permitted. Social distancing should be maintained during consumption of any food or beverages. No consumption of food can take place in group settings for events held indoors.
- Event planners are responsible for enforcement of the policies.
- In order to provide a variety of space, across campus (some which allow our student groups to utilize specific technology), the following spaces have been approved for group meetings/activities/events. This list includes non-traditional classrooms that are currently being used for in-person classes. Please visit [here](#) for the most updated approved facilities.
 - There are some facilities that will require special approval. The spaces/facilities are as follow; Judy G. Stevenson Hall, Benedetti-Wehrli Stadium (includes stadium field, stands, and track), and Benedetti-Wehrli Stadium – Championship Plaza.

Facility Use & Format

- **Indoor Events**

- All indoor events must be completed within the operating hours of the facility in which it is held.
- No setup alterations may be made to academic classrooms or online learning locations with the exception of the following spaces: Fine Arts Center 114 and 138, Madden Theater, Judy G. Stevenson Hall and Heining Auditorium.
 - This is acceptable as the location either has floor markings to allow for easy reset or there is no permanent setup at this time.
 - Judy G. Stevenson Hall will have a separate approval process and will be overseen directly by Student Involvement professional staff to assist with the reset of the space.
 - In the event that any furniture has been moved, the event planner/organizer is responsible to ensure the setup is appropriate for the following academic classes or online learning. Space layouts are located at the front of each room.
- Cleaning and disinfection must take place. This includes the following:
 - Wiping down of all table surfaces and any equipment used within the space (e.g. keyboard, mouse, etc.) with disinfecting wipes mounted on the wall within the space.

- **Reservation of space:**

- *For campus departments:*
 - Reserve space and receive space approval through the College calendar at calendar.noctrl.edu
 - Complete the [In-Person Event Agreement](#) for usage of space. This agreement form must be completed prior to the event.
- *For student organizations/student groups:*
 - 1st: Reserve designated space and receive space approval through the College calendar at calendar.noctrl.edu
 - 2nd: Event listed and approved through Presence at noctrl.presence.io
 - 3rd: Complete the [In-Person Event Agreement](#) for usage of space. This agreement form must be completed prior to the event.

- **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.
 - 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.
- **Outdoor Events**

In order to better control and manage the safe use of outdoor spaces, when applicable, temporary fencing has been installed in five designated locations for outdoor events until further notice. All outdoor spaces mentioned below may not exceed the listed capacity noted. See Appendix II for layouts & capacities:

 - Seager Lawn (30) - Between Jefferson Lounge and Schneller Hall
 - Rall House Lawn (50) - south of the Rall House
 - Oesterle Library Lawn (41) - east lawn between the Library and Goldspohn Hall
 - Res Rec West Plaza (50) - outdoor space between Res Rec and Merner Field House
 - Old Main Lawn (50): Perimeter markings will be put up and taken down after each event (event manager will coordinate directly with Operations staff via maintenance@noctrl.edu)

Testing

The College's testing strategy for surveillance testing will be utilized to allow for in-person events following the above guidelines. If an individual is not in compliance with surveillance testing, the Office of Student Affairs has a process to communicate with the individual and access to campus is removed. No additional testing is required at this time.

Risk Rubric

Additional guidelines have been established for areas such athletic facilities, athletics equipment usage, food, and meeting/gathering type. Please see Appendix I for a risk assessment of activities. The information is available to allow groups to have flexibility in event planning with consideration of the level of risk involved.

Compliance

<u>Violation</u>	<u>Typical 1st Offense Sanctioning for All Students Using On-Campus Facilities</u>
Not wearing a face covering	Written warning
Not practicing physical distancing	Written warning
Not adhering to the reservation requirements/checklists	Written warning; Potential suspension of participation in on-campus events and/or loss of privilege for indoor space
Not adhering to the attendance tracking requirements or exceeding capacity	Written warning; Potential suspension of participation in on-campus events and/or loss of privilege for indoor space
Not adhering to the space usage agreement (alterations to setups, cleaning, etc.)	Written warning; Potential suspension of participation in on-campus events and/or loss of privilege for indoor space
Hosting an event with 11-50 without a professional staff member present	Written warning; Potential suspension of participation in on-campus events and/or loss of privilege for indoor space

Groups found in non-compliance run the risk of having their funding and/or status as an approved student organization suspended.

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.

Considerations

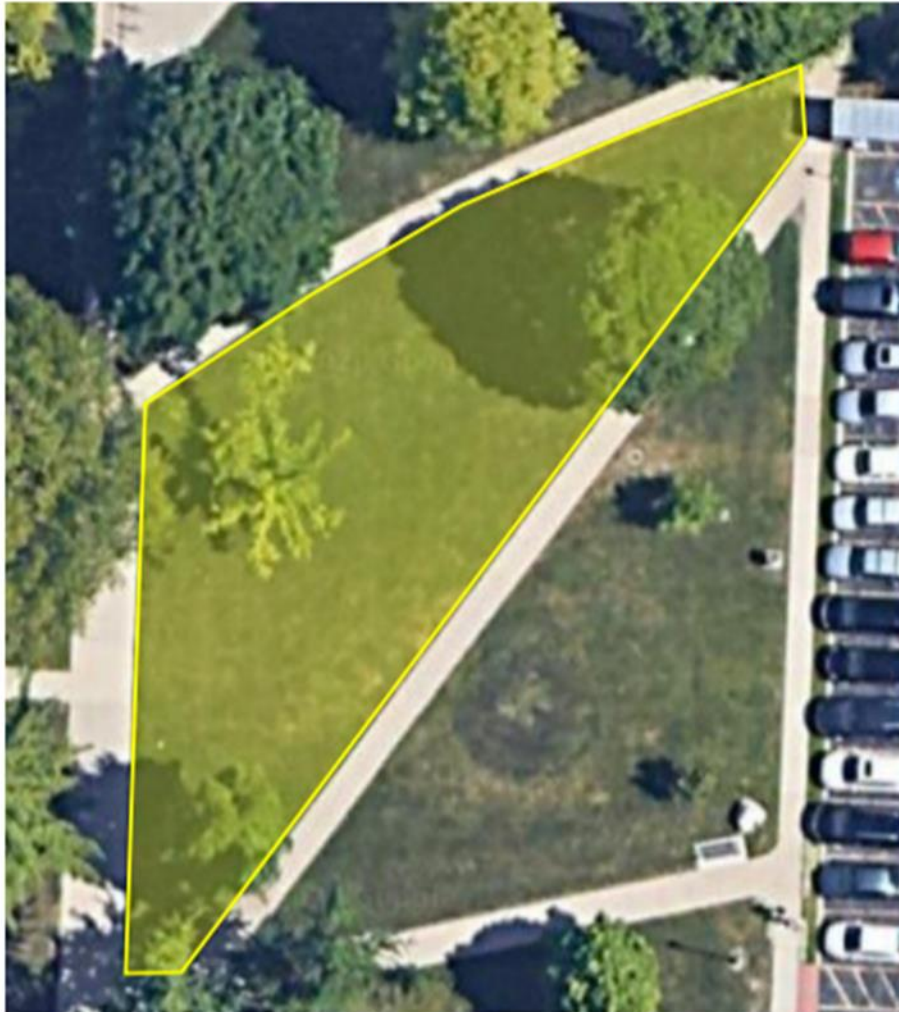
- In- person events may be suspended if:
 - The College deems appropriate based on other COVID-related factors;
 - An individual extracurricular group fails to follow the guidelines listed in this document (per compliance section above);
 - SHIELD testing was to become unavailable to the campus community;
 - Alterations to classroom setups by the event organizer impact the academic schedule.
- If a member of a student organization is fully remote and wishes to return to participate, the student must provide a negative re-entry test consistent with the College's protocols at the beginning of the semester.
- Request for external performer/speaker/guest as part of an event must comply with the College's [Visitor Policy](#).

Appendix I: Risk Rubric

Event Rubric				
All Events Must Follow #TogetherNC Guidelines				
	Low Risk	Medium Risk	High Risk	Not Allowed
Physical Contact	N/A	*Outdoors and incidental contact *No equipment sharing	*Outdoors and able to maintain physical distancing *Outdoors and momentary contact *Minimal equipment sharing with designated stop times to disinfect surfaces.	*Outdoors with frequent contact
Food	*Food is pre-wrapped in individual portions *Food is taken and consumed after the event	*Food is pre-wrapped in individual portions *Food is consumed outdoors during the event	N/A	*Buffet Style *Food consumed indoors during an event
Meeting/Gathering	*Virtual Only	*Meeting/Gathering with 1-10 individuals indoors or outdoors (adhering to capacity limitations)	*Meeting/Gathering with 11-50 individuals indoors or outdoors with professional staff member present (adhering to capacity limitations)	*Meeting/Gathering with more than 50 individuals
Athletics Equipment	*Bags *Racket Sports *Basketball (1 person/half court)	*Basketball (3 person/half court, no game play) *Volleyball (2 person/half court) *Spikeball		*Basketball (pick-up games)
Athletic Facilities	*Stadium Stairs (designated hours/limited capacity) *Outdoor Track (designated hours/limited capacity)			
Vocal/Instrumental Rehearsal	Separate Policy Applies			
Vocal/Instrumental Performance	Separate Policy Applies			
Intramural Sports	Separate Policy Applies			

CAPACITY: 41

Lawn South of Oesterle Library



covid.northcentralcollege.edu

NC
#TOGETHER



**NORTH CENTRAL
COLLEGE 1861**

CAPACITY: 50

South Rall House Lawn



covid.northcentralcollege.edu

NC
#TOGETHER



NORTH CENTRAL
COLLEGE 1861

CAPACITY: 50

Res/Rec West Plaza



covid.northcentralcollege.edu

#TOGETHER
NC



NORTH CENTRAL
COLLEGE 1861

CAPACITY: 30

Seager Lawn



covid.northcentralcollege.edu

NC
#TOGETHER



NORTH CENTRAL
COLLEGE 1861