

Interim COVID-19 Safety Guidance for On-Campus Events

As we begin the spring semester, the CDC and other medical officials expect COVID-19 cases to rise due to the Omicron variant. Cases are expected to peak at the end of January and slowly fall through February.

Tennessee Tech encourages the continuation of in-person on-campus events with event organizers taking appropriate health and safety measures to keep the campus community safe.

>>> Event Planning Guidance

- Ensure your event space and set-up (tables, chairs, etc.) allow adequate space for attendees to distance themselves from others.
- Set a maximum number of attendees for the event and do not exceed the limit.
- Consider creating an electronic method for attendees to sign up for the event in advance to gauge attendance.
- Promote messages that discourage anyone with symptoms or suspects they have been exposed to COVID-19 from attending the event.
- Strongly recommend using face coverings while inside campus buildings or when social distancing is not possible. Advise attendees of the recommendation in advance and consider providing access to face coverings at the event.
- Provide alcohol-based sanitizer (at least 60% alcohol) in prominent, easily accessible areas of the space, at entrances and exits, and near food serving or dining areas.
- Event set-up should minimize the proximity of food to the flow of pedestrian traffic.

- Consider providing pre-packaged single-serve meals, snacks, and drinks.
- If providing self-serve meals such as a buffet, always have hand sanitizer available near the beginning of any line. Additionally, consider designating individuals wearing gloves to serve attendees.
- Develop plans and procedures in case you need to cancel or postpone an event.
- If possible, provide options for remote participation and/or viewing your event (Zoom, YouTube, or Facebook live).
- Submit all events to the Tennessee Tech Calendar. This allows Tennessee Tech to monitor campus activities.

These guidelines will be amended as CDC and state public health guidance evolves.

>>> Request Process

- All event organizers must submit a request for space through the Event Management System (EMS) following the instructions detailed on the Student Activities webpage at least five (5) business days before the proposed event.
 1. In the anticipated attendance field, event organizers should provide the most accurate number possible.
 2. In the event description field, event organizers should include a plan detailing the measures that will be taken to mitigate the transmission of COVID-19.
- The official in charge of approving the space will evaluate the plan and:
 1. Provide confirmation of approval,
 2. Request additional or clarifying information, or

3. Deny the request and provide the reason for denial. Events will be denied if the anticipated attendance exceeds the capacity for the venue as adjusted to allow for distancing.
- Event coordinators are responsible for ensuring adherence to their COVID-19 mitigation plans submitted to Tennessee Tech and local, state, and federal guidance for events.

For questions, email StudentEvents@tntech.edu or call 931-372-3123.