

NORTHEASTERN STATE UNIVERSITY

Guidelines for On-Campus Events
(during COVID-19)

Attention: This document is intended for internal communication only.

1. Event Planning Process

- a. The following process will be used for planning all on campus events
 - i. Fill out the [NSU Campus Events Safety Plan](#).
 - ii. Any request without a completed NSU Campus Events Safety Plan will be automatically denied.
 - iii. Event planners will be notified if the event is approved, denied, or if additional information is needed.
 - iv. Conference and Events will notify event planner of reserved venue
 - v. Have printed copies of the [Campus Events Participant Guide](#) available to participants at your event.

2. Event Expectations

- a. Face Coverings
 - i. NSU strongly recommends the use of masks when in close proximity to others and while indoors among high-density settings or locations with limited space. We expect our community to exercise personal responsibility to help protect themselves and others.
 - ii. It is important that NSU remains a safe place to work, learn, and engage with others. Wearing a face mask improves the health and safety for everyone.
- b. Limit capacity based on venue size
 - i. Given the wide variation in event set-up requirements, recommendations on appropriate venues will be made by the NSU staff member who is reviewing your request to host an event.
- c. Outdoor events
 - i. Events occurring outdoors should ensure set up and space usage allow for appropriate social distancing of participants.
 - ii. Campus Events Participant Guide
 - iii. Have printed copies of the [Campus Events Participant Guide](#) available to participants at your event.

3. Promote Healthy Behavior

- a. COVID-19 Vaccinations
 - i. Now that we have readily available vaccines, our community has another tool at our disposal. We are operating under the belief that most, if not all, NSU employees have been fully vaccinated. However, if you have not been vaccinated, we implore you to embrace the vaccines and make arrangements immediately to become fully vaccinated. [Click here](#) to locate a vaccination site and register for an appointment. You may also join us for one of our NSU vaccination events in Tahlequah Muskogee or Broken Arrow. [Click here](#) for event dates and locations.
- b. Staying Home When You Don't Feel Well
 - i. Per CDC guidelines, event planners should educate staff and attendees about when they should [stay home](#).
 - ii. [Advise employees and attendees to stay home](#) if they have tested positive for COVID-19 or are showing COVID-19 [symptoms](#) including fever; cough; shortness of breath; aching; loss of taste; loss of smell; sore throat.
 - iii. [Advise employees and attendees to stay home](#) if they have tested positive for COVID-19 or are showing COVID-19 [symptoms](#) including fever; cough; shortness of breath; aching; loss of taste; loss of smell; sore throat; sinus congestion; runny nose; sneezing; and headaches.
- c. Hand Hygiene and Respiratory Etiquette
 - i. Recommend and reinforce CDC guidelines for [handwashing](#) with soap and water for at least 20 seconds.
 - ii. CDC guidelines recommend that if soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
 - iii. Per CDC guidelines, encourage students, faculty and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

4. Maintaining Healthy Environments

- a. Reinforce social distancing
 - i. Periodically remind participants to observe social distancing while waiting in line for restrooms, during meal times, during break times or at other appropriate times during the event.
 - ii. Dismiss as small groups to maintain social distancing.

5. Food and Beverage

- a. Food Sourcing
 - i. All food and beverage must be provided by and serviced by Sodexo, NSU's premiere food provider. For menus, pricing and set-up options please contact the Sodexo Catering office at sodex001@nsuok.edu
 - ii. Absolutely no outside food or drinks will be permitted.

6. Plan for an attendee becoming ill or shows COVID symptoms at an event

- a. Prior to the event, attendees should check for symptoms and stay home if symptoms are present. If an attendee presents symptoms while attending the event they should be asked to leave immediately and isolate until they are able to get tested.
- b. The Oklahoma Health Department has provided guidance for individuals who are symptomatic. We suggest following these [steps](#) if someone at your event presents with symptoms. If an event attendee presents or develops symptoms they should immediately contact the county health department in which they reside.
 - i. Coronavirus testing may be obtained free of charge at any county health department. www.coronavirus.health.ok.gov/testing-sites
 1. Cherokee County Health Department: 918-456-8826
 2. Muskogee County Health Department: 918-683-0321
 3. Wagoner County Health Department: 918-485-3022
 4. Tulsa County Health Department: 918-582-9355 www.tulsa-health.org
 - ii. Tests are also available free of charge to tribal members at any Cherokee Nation tribal clinic.
 1. WW. Hastings: 918-458-3100
 - iii. Arkansas Verdigris Valley Health Centers in Muskogee, Porter and Coweta (tests are free):
 1. Coweta Clinic 918-486-5564.
 - iv. NEO Health at NSU Tahlequah 918-444-2126. All student tests and office-visit copays for students will be paid by NSU.
 - v. NEO Health in Muskogee 918-683-0470. All student tests and office-visit copays for students will be paid by NSU.

7. Other Recommendations

- a. Develop contingency plan if event has to be postponed or cancelled
 - i. Consider how you will notify your attendees and consider transitioning to a virtual event.
- b. Provide Proactive Signage
 - i. [Click here](#) for signage produced by the [Oklahoma State Department of Health](#) to promote safety and healthy behavior.
 - ii. [Click here](#) for signage produced by the [CDC](#) to promote safety and healthy behavior.

8. Event Cancellations

- a. Without prejudice to or limitation of its rights otherwise under law, NSU may terminate a scheduled event, without penalty, for breach by the Client of any of the terms contained herein, or if performance becomes impractical due to causes beyond the control of NSU. Such causes include acts of God, storm, fire, flood, earthquake, potential public health or safety related issues, disease (including but not limited to any declared or undeclared quarantine, outbreak, epidemic or pandemic), travel or other restrictions (or restrictions based on NSU protocol, directive or policy), damage or destruction to its facility or discovery of any health hazards therein, labor disturbance, war, terrorism, civil commotion, shortage or unavailability of labor, governmental law, ordinance, order, or regulation, or for any other cause pursuant to NSU policy.