

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. Submit event request via a Google Form and upload [NSU Campus Events Safety Plan](#)
 - iii. Any request without a completed NSU Campus Events Safety Plan will be automatically denied.
 - iv. Event planners will be notified if the event is approved, denied, or if additional information is needed.
 - v. Student Engagement representative will notify Conference and Events of an approved event.
 - vi. Conference and Events will notify event planner of reserved venue
 - vii. Event Planners are required to track and retain a record of all people that attend the event.
 - viii. Have printed copies of the "[Campus Events Participant Guide](#)" available to participants at your event.

2. EVENT REQUIREMENTS

- a. 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.
 - ii. To allow for appropriate six-foot social distancing of all participants, event space capacity will be limited with a targeted threshold of no more than 33% of overall capacity, or as determined by event set-up requirements.

- b. Outdoor events
 - i. Events occurring outdoors should ensure set up and space usage allow for appropriate social distancing of participants.
 - ii. Outdoor events all must comply with attendance tracking requirements outlined below.
- c. Track and document attendance
 - i. NSU has implemented a campus event contact tracing approach in order to support the State Health Department with their contact tracing efforts should an attendee become ill.
 - ii. In order to implement the possible need for contact tracing, it is required that all events use an electronic attendance tracker containing event participant name and phone number, for both NSU community members and non-NSU attendees.
 - iii. The recommended method for tracking attendance for student organizations and departmental events will be HawkLife. All events will be required to submit an event request via a Google Form that will be approved pending approval of the event's [NSU Campus Events Safety Plan](#).
 - iv. For non-NSU attendees, a Google Form & scannable QR code will be emailed to the event planner and must be filled out by every non-NSU event attendee.
 - v. The Department of Student Engagement will offer training on attendance tracking and assist with providing the necessary equipment.
- d. Traveling/Student Motor Pool
 - i. For any event that requires transportation please contact the NSU Motor Pool office at motor_pool@nsuok.edu for current guidelines and restrictions.

3. PROMOTE HEALTHY BEHAVIOR

- a. 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 and monitor their health if they have had a [close contact](#) with a person who has symptoms of COVID-19 within the past 14 days.
- b. 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.
- c. Face Coverings
 - i. Per CDC guidelines, NSU recommends and will reinforce use of face coverings among students, faculty and staff. Face coverings should be worn as feasible and are most essential in times when physical distancing is difficult.
 - 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.
 - iii. The University will have available to all employees and students an NSU-branded face masks prior to the start of the fall semester. These masks are washable and reusable.
 - iv. Event participants may wear their own clean, well-maintained and professional face mask from home instead of the NSU-branded mask if you choose.
- d. Adequate Supplies
 - i. Per CDC guidelines, NSU will maintain and keep common areas, restrooms and other areas supplied with soap, hand

sanitizer and paper towels. It is recommended for the organization hosting the event to supplement supplies provided by NSU. Recommended supplies include hand sanitizer containing at least 60% alcohol, disinfected wipes and masks for guests or outside attendees.

4. MAINTAINING HEALTHY ENVIRONMENTS

a. Shared objects

- i. Event planners should incorporate ways to minimize participants sharing items that are difficult to clean, sanitize, or disinfect.
 1. An example of this may include asking participants to bring their own pen or to distribute pens but ask participants to keep the pen after use.
- ii. Event planners should incorporate ways to limit any sharing of tools, equipment or supplies by staff members.
- iii. Ensure adequate supplies to minimize sharing of high-touch materials. When sharing is required, limit use of supplies and equipment to one group of staff members or attendees at a time, and [clean and disinfect](#) them between use.

b. Restrooms

- i. Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people

c. 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. 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.
- b. If you test positive for COVID-19 it is important you notify the institution immediately.
 - i. You may report a positive test through the Report a Concern Link: <https://www.nsuok.edu/ReportConcern.aspx> or by notifying Student Affairs: studentaffairs@nsuok.edu; 918-444-2120.

7. OTHER RECOMMENDATIONS

- a. Plan for event both in-person and virtually
 - i. Consider how you will host the event both in person and virtually or a combination of the two.
 - ii. NSU offers a Zoom membership to all students, faculty and staff and guidance on hosting events virtually can be found [here](#).
- b. 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.
- c. 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. NSU'S PLAN & PROCEDURES

- a. NSU Facilities Management provides daily cleaning and disinfecting of campus buildings in all common areas. Facilities Management is also focused on high use and higher risk areas for additional disinfecting multiple times per day. Facilities Management has been able to secure an appropriate amount of disinfectant product and cleaning supplies and will continue to monitor and procure additional resources as needed.
- b. Facilities Management has also obtained electrostatic vapor disinfection equipment for applying disinfectant. This equipment will be used in both a preventative and a treatment application. In order for the disinfecting vapor to work correctly, it is critical for personal work spaces to be free of unnecessary items and clutter.
- c. In the event of an emergency, Facilities Management has also partnered with on-call cleaning professionals to treat or remediate buildings and/or spaces as necessary.
- d. Facilities Management follows all CDC sanitation guidelines.

9. EVENT SET-UP/EQUIPMENT USED

- a. Event staff will clean and disinfect all equipment used before and after each event.
- b. Event staff will post signage in common areas and meeting rooms encouraging guests to promote healthy behavior and social distance as much as possible.

10. 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.

11. RESTRICTED EVENTS

- a. Until further notice, all indoor lobby & recruitment tables are prohibited. This includes all buildings on all three of NSU's campuses.
- b. Outdoor lobby tables will be considered and must follow the event request process listed at the top of this document. All lobby & recruitment tables are prohibited from the distribution and sharing of objects and should continue to encourage social distancing. Locations of outdoor lobby tables will be determined by the Conferences & Events Office and the event planner will be notified of the scheduled location upon event approval.