

Austin Peay State University COVID-19 Event Guidelines and Procedures

Austin Peay State University has developed guidelines and procedures to protect the safety and well-being of the campus community, including guests, during the COVID-19 outbreak. APSU will continue to monitor the Centers for Disease Control and Prevention (CDC) guidelines and follow instructions from other local, state and federal officials regarding social distancing and mitigation strategies. APSU will use CDC regulations to determine the number of individuals allowed to be in attendance at future meetings and events held both on and off-campus.

Because this is an evolving situation, campus guidelines and attendance policies will continue to change as more information is gathered. For the latest information, visit the [COVID-19 website](#) and the [APSU room reservation page](#).

Preparations for meetings, events and other social gatherings of more than two people:

- Consider the use of online technology (Zoom, Microsoft Teams, Skype, FaceTime, Google Meeting) for small meetings and events whenever possible.
- Maintain a log of all individuals who attend the activity. The log should include participants' names and contact information and the date and time of event. The log should be kept on file for a minimum of two months.
- Send an email to participants ahead of time including the guidelines listed below and encouraging individuals to not attend if they are sick or at high risk of infection. Also in this email, explain the expected cleaning procedures for before, during and after the event, and outline the social distancing expectations and how they will work in the space provided.

University Event Guidelines

1. Limit the participation of sick individuals and encourage immunocompromised and high-risk individuals to not to participate in the event.

- Individuals feeling unwell or experiencing any respiratory symptoms should not participate in any activity. Organizers have the discretion to prohibit participation to any attendees who are ill or have respiratory symptoms.
- Individuals in high-risk populations are encouraged to not participate.
 - Reasonable accommodations should be made for people who cannot participate in activities because they are in high-risk populations. High risk populations include older adults (over 65 years of age) and people with serious chronic medical conditions such as heart disease, diabetes, lung disease, or who are immunocompromised. See CDC guidelines for more details: [People at Risk](#).
- Consider amending mandatory attendance policies to accommodate high-risk individuals.

2. Implement social distancing techniques.

- Participants must be able to maintain social distancing of six feet when possible.
- As a rule of thumb, the number of attendees for each event should generally not exceed 25% of the designated room's maximum capacity for seated individuals for meetings and events where attendees are expected to be seated.

Austin Peay State University
COVID-19 Event Guidelines and Procedures

- Limit the duration of the event and the number of attendees. Meet no longer than the time needed to complete the task.

3. Maintain hygiene during the event.

- Ensure attendees have access to hand-washing stations or hand sanitizer.
- Provide signage stressing the importance of hand washing and sanitizing regularly.
- Consider hosting your event outside.
- Avoid providing pizza and other self-serve buffet food options. Single service meals or packages are better.

4. Clean after the event.

- Clean all frequently touched surfaces such as workstations, countertops, table tops, remote controls, computer mice and keyboards, arms on chairs and doorknobs.

New request procedures for use of campus facilities by on and off-campus groups:

A template has been created to assist in monitoring social distancing, determining maximum attendance amounts and providing mitigation strategies for University events. This template is for both on-campus and off-campus groups with accounts currently in our system. An additional template has been created for APSU events to be held off-campus (see below for procedures).

1. Users will sign in to EMS and select the correct template for their upcoming event.
2. Users will then select the date, time, attendance amount and preferred room for their event. Please note that at this time, only MUC rooms and associated outdoors spaces are available to select. Rooms will be set up according to APSU social distancing guidelines, meaning that previous room attendance numbers will change.
3. The following prompts have been added to the room reservation process:
Describe your event in detail.
Describe in detail your plans to protect staff, students and guests. Please include social distancing guidelines.
What type of space do you need?
Describe your set up needs.
How many people will be attending?
4. After the submission is made, two notices will be sent to the individual who submitted the request. The first notice will be a pop up explaining that the request will be reviewed. After the request is received, an email will be sent reiterating that message and providing information about current APSU strategies relating to COVID-19. Requests will then be reviewed to ensure mitigation strategies are in place. Additional information may be requested from the group at any time.
5. If the request is submitted by an off-campus group, the individual who made the submission will receive an additional email with a waiver and release form attached. The forms must be signed and returned before the scheduled event can occur.
6. Once the request reaches the APSU University Facilities Office, it will be reviewed for attendance numbers, room size and mitigation strategies.

Austin Peay State University
COVID-19 Event Guidelines and Procedures

7. During the review process, if there are no questions about the event, mitigation strategies or attendance numbers, the event request will be approved. If during the review process questions arise regarding the event, the University Facilities will contact the requesting group for more information.

The University Facilities Office reserves the right to decline the request if the event is unable to meet APSU COVID guidelines.

New request procedures for use of off-campus facilities by on-campus groups:

1. Users will sign in to EMS and select the correct template for their upcoming event.
2. Users will then select the date, time, attendance amount and the location of the event venue.
3. The following questions have been added to the process:
 - Describe your event in detail.
 - Describe in detail your plans to protect staff, students and guests. Please include social distancing guidelines.
 - Why are you using an off-campus venue?
 - Describe the off-campus venue.
 - What social distancing guidelines are in place at the venue?
 - What plans are in place for cleaning before and after the event?
4. After the submission is made, two notices will be sent to the individual who submitted the request. The first notice will be a pop up explaining that the request will be reviewed. After the request is received, an email will be sent reiterating that message and providing information about current APSU strategies relating to COVID-19. Requests will then be reviewed to ensure mitigation strategies are in place. Additional information may be requested from the group at any time.
5. Once the request reaches the APSU University Facilities Office, it will be reviewed for attendance numbers, room size and mitigation strategies.
6. If the group has no questions, the request will be approved and a confirmation will be sent to the individual who submitted the request. If the group does have questions, the group will be contacted by University Facilities.