



EVENT AND ACTIVITY GUIDELINES

Campus Departments

Last Updated: February 8, 2021 / V. 1.3 (Subject to Change)

In an effort to protect the health of our campus community while ensuring opportunities for social connection, the following event and activity guidelines have been established.

As your campus department prepares events and activities during the pandemic, these guidelines will serve as a comprehensive resource for event planning and operations. Please keep in mind that all University announcements and up-to-date information regarding COVID-19 can be found on the [TAMUT COVID-19 Resource Website](#).

Virtual Events and Activities

Virtual events and activities are strongly encouraged.

There are multiple tools that can be used to conduct meetings, events, and activities virtually.

Zoom

This service is available from TAMUT with two types of licenses- Pro and Basic. Pro Licenses are given to staff and faculty who require more features and functions with less limitations. For Example-

- Host up to 300 participants
- No time limitations

Basic licenses are free to staff, faculty and students but come with limitations. For the most part, students have these licenses. Here are examples of the limitations-

- Host up to 100 participants
- 40-minute maximum group meetings
- Unlimited 1:1 Meetings

Please note that Basic users can join a meeting set up by Pro users with no restrictions. So, if a group needs more time and room for more participants, they should seek an advisor, staff or faculty member with a Pro license to set up the meeting. This would also be a good platform that to use should you need a venue that will include staff, faculty and students.

Microsoft Teams

This service is only recommended for staff and faculty meetings or activities at this time.

In-Person Events & Activities

Meetings and Events

- All events, meetings, and activities shall be limited by the current guidance from the University and local government officials.
- Facial coverings are encouraged at all events, meetings, and activities
- There can be no “required” in-person meetings.
- All events, meetings, and activities must be registered on EagleSync.
- Hosting department will keep attendance for all events and meetings in EagleSync (using CheckPoint App or by uploading attendance) to ensure proper contact tracing ability.
- Hosting department will make sure members and guests know that if they are sick, they should not attend face to face activities, events, or meetings.
- Hosting department will provide information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19.
- Event attendance for indoor events will be based on room capacities.
- Bring sanitation wipes/spray for your attendees to disinfect surfaces. High touch areas are to be cleaned before, after, and periodically throughout the event.
- The event host is responsible for following and enforcing all applicable guidelines. It is required to assign “monitors” to help enforce guidelines.
- Off campus events are discouraged and will require justification.
- Meetings or events found in violation may result in loss of reservation privileges for the remainder of the semester.
Large events should be held outside and in a space that encourages and permits physical distancing between individuals.
- Provide controlled flow of participants as much as possible from start to end of the event (utilize floor markings, physical barriers, etc.)

Logistics & Attendace

- The [Event Request Form](#) is required to be submitted in EagleSync for all events. This form must be completed at least two weeks before the scheduled event.
- For campus departments, the dean or assistant vice president for your area will review your request and issue a decision after the risk management office reviews and approves.
- Approval will not be needed if you are hosting a small workshop in one of our traditional classroom settings. You can proceed as usual.
- Attendance at all events and activities must be controlled by invitation, tickets, or reservations for contact tracing purposes.

- All events and activities must maintain a record of attendance. The Checkpoint mobile app, check-in lists, and manual input on EagleSync are the recommended ways to track attendance.
- Information on how to use the Checkpoint mobile app can be [found here](#).

Hand Sanitization

- All meetings, events, and activities should have hand sanitizing stations available to participants and attendees.

Screening Questions

- Centers for Disease Control and Prevention (CDC) screening questions may be found [here](#). Those failing the screening questions may be denied entry to a meeting, event, or activity.
- Screening questions, if used, should be asked verbally. Do not take written records.

If Someone Tests Positive with COVID-19 or has Symptoms

- Immediately report the case and follow the protocols by visiting the [TAMUT COVID-19 Resources Website](#).
- Bake sales and other food sales are allowed. Items at bake sales should be packaged individually for sale.

Travel

For departmental travel, please contact your department's travel administrator.

In-Person Event/Activity Checklist

Before Your Event

- **CREATE** the RSVP link for your event and be sure to attach the RSVP to your organization and/or event in the settings. *(create a form on EagleSync, use Sign-up Genius, Eventbrite – something with a URL).*
- **CREATE** your event in your EagleSync portal. *(have your RSVP link and event graphic ready for upload)*
- **WAIT** for your event to be approved (notification will come via email).
- **DOWNLOAD** the CheckPoint mobile app on your mobile device or departmental tablet [\(for help with downloading and using the app, click here.\)](#)

During Your Event

- **CHECK IN** all attendees at your event using the CheckPoint mobile app or sign-in sheet *(if using sign-in sheet, you will need to manually enter attendees at the conclusion of the event)*
- **CLEAN & SANITIZE** your event space often.

After Your Event

- **SANITIZE** the spaces you utilized
- **CONDUCT** an assessment of your event. What worked? What didn't work? What can you do better next time?

Additional Resources

- [Event Request Form](#)
- [Ultimate Guide to Remote Meetings](#)
- [5 Tips for Virtual Meetings](#)
- [5 Tips for How to Have Fun on a Virtual Call](#)
- [Virtual Icebreakers](#)
- [15 Virtual Icebreakers for Your Remote Meetings](#)
- [CDC COVID-19 Screening](#)