



Last Updated: 08/20 SS

COVID-19 Event Guidelines

(Required by Event Sponsors for all reservations during the COVID-19 pandemic)

Events at Virginia Tech may occur on campus (both indoors and outdoors) provided the events comply with the below Event Guidelines and all rules mandated by the university, and state and local governments. All events must adhere to these requirements as a basis for minimally acceptable practices, understanding that scheduling offices may issue additional guidelines for approved events.

Virtual events should continue to be conducted when feasible as the health and safety of our community remain our top priority. If an event must take place in person, appropriate measures, such as physical distancing, must be preserved. All events must collect registration or attendee lists that include participant contact information to facilitate contact tracing if needed.

General:

- Events are currently limited to 250 people in accordance with Phase 3 Guidance for the Commonwealth of Virginia.
- Event Sponsor must track attendance (name, email address, and phone number) for all staff/volunteers/attendees at the event to aid in contact tracing. Event attendance must be submitted via email to your Reservations Coordinator within 24 hours of the event ending.
- Student organizations may not reserve space for events that are scheduled to occur after the end of on-campus activities, Friday, November 20, (start of Thanksgiving Break) during the fall semester.
- All potential events, meetings, practices, speakers, etc. must fill out the [COVID-19 Event Request Form](#) in order for events to be approved. Failure to submit the form will result in event denial.
- Failure to adhere to required COVID-19 mitigating strategies may result in revocation of reservation privileges for the event sponsor (student organization, university department or non-university group) for the remainder of the semester.
- Singing is considered a virus super spreader and should not occur indoors. Event Services can assist groups in finding a Campus Common Space (outdoors) as desired.

Attendance:

- Events that cannot restrict access to the general public should not take place (i.e. people not invited to the event should not gain entrance; if control to access points cannot be maintained, event should not happen). Event ticketing can assist with compliance to this guideline.
 - For Campus Common Space/outdoor events, this means sectioning off a defined event area with entrances and exits. Example – using rope and post/fencing to limit access to the event space for crowd management.
- Use pre-sign up systems, when possible, to eliminate congestion and congregation lines. If pre-sign up is not available, Event Sponsors must post signage to guide participants to safely distance in queue lines. Staggering arrival times for guests is encouraged.
- Attendance must be collected at the events to ensure the possibility of contact tracing.
- Use websites, social media and pre-event information to provide as much detail as possible to ensure attendees understand the expectations and protocols for the event.

Occupancy and Attendee Management

- Limit attendance to ensure that adequate physical distancing may be maintained (6 feet, 10 feet for physical activity) within the event. Attendance should not exceed the predetermined occupancy limits per space.
 - Physical activity can include but is not limited to recreational sports, dancing, or martial arts, etc.
- Social gatherings should always observe physical distancing (6ft/10ft of space between people) by all individuals in attendance, inclusive of individuals managing/running the event. Individuals in the same family unit (i.e. people you live with) do not have to physically distance themselves.
 - Social Gatherings are defined as meetings, events, practices, programs, and activities of varying types hosted by Event Sponsors.

- Visible at entrance, post University Relations signage (https://vt.edu/content/dam/vt_edu/covid-19/2020-ready-event.pdf) that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted to attend the event.
- Promote public health requirements including respiratory hygiene and the wearing of face coverings.
- Designate a coordinator or point of contact who will be available throughout the span of the event if any issues arise.
- Ensure exits are configured, or managed, to reduce bottlenecks at the conclusion of the event.
- Attendee list must be submitted to the scheduling office within 24 hours of the event concluding. Failure to do so may result in revocation of reservation privileges for the event sponsor (student organization, university department or non-university group) for the remainder of the semester.

Healthy and Safety

- Per university guidelines, everyone on our campuses (faculty, staff, students, visitors, and others) is required to wear a face covering or mask in all public indoor settings as well as in outdoor settings when physical distancing cannot be maintained.
- Be prepared for any personal protective equipment that may be required. The Event Sponsor will be responsible for providing it.
 - For example, you may need extra face coverings available to distribute to participants who arrive without a face covering so you avoid turning them away from the event.
- Clean and disinfect any equipment or high contact surfaces that are being used throughout the event. Sponsor is responsible for any supplemental cleaning supplies that are specific to the event materials.
 - High contact surfaces can be check-in tables, shared equipment/materials, etc.
- If shared equipment/materials are a part of your event, limit opportunities for use between individuals

In addition to the above event guidance, Student Engagement and Campus Life has the following scheduling office specific guidelines for events occurring in our facilities (Squires Student Center, Johnston Student Center, Graduate Life Center, Burruss Hall Auditorium, War Memorial Chapel and [Campus Common Spaces](#))

Student Engagement and Campus Life Event Services Specific Guidance:

- Commonwealth Ballroom and GLC Multipurpose Room events must choose from a list of preapproved physically distant room layouts. Customization beyond removing any excess equipment will be very limited. Layout selection will be decided with your Reservations Coordinator if your event is approved.
- Events that cannot be altered to fit the [room capacity and layout](#) should not be requested and will not be scheduled.
- Table Skirting is not available for any events during Fall Semester 2020. Events can still rent tablecloths through SECL or provide their own linens.
- If your event requires queue lines for entry or participation you should make every effort to require pre-registration or appointments to prevent a line from forming. There is limited space to create appropriately distanced queue lines in SECL facilities.
- All events must adhere to building hours - no early or late facility access is permitted. Current building hours can be found at www.saapps.students.vt.edu/schours/
- All events must end fifteen (15) minutes prior to building close.
- All potential events must fill out the [COVID-19 Event Request Form](#).
 - For Standard or Meeting Room Events, Event Sponsors must submit the form at least 48 hours prior to the event date.
 - Intermediate or Complex events or events that include a minimum capacity that is greater to or equal to 75% of the maximum event capacity, should plan to submit the form at least ten (10) business days prior to the event date.
 - If you are unsure which category your reservation falls into, please reach out to your Reservations Coordinator for assistance.
 - Campus Common Space requests also require a COVID-19 Event Request Form and must be submitted in accordance with the deadlines above.