
Reimagined Events, Activities & Programs

Standards and Guidelines

TABLE OF CONTENTS

PART 1. PURPOSE	1
PART 2. EVENT REQUESTS & SUBMISSION BUFFERS.....	1
PART 3. EVENT ATTENDANCE CAPACITIES.....	1
PART 4. DISTANCING & PROTECTIVE COVERINGS	1
SUBSECTION 4.1 EVENTS WITH FOOD & DRINK	
SUBSECTION 4.2 WIND INSTRUMENTS	
SUBSECTION 4.3 SINGING	
SUBSECTION 4.4 DANCING	
PART 5. FACILITY, CROWD & EVENT MANAGEMENT.....	2-3
SUBSECTION 5.1 EVENT ENTRY & EXITS	
SUBSECTION 5.2 ATTENDANCE TRACKING/TRACING	
SUBSECTION 5.3 EVENT STAFFING	
SUBSECTION 5.4 INDOOR FACILITIES	
SUBSECTION 5.5 OUTDOOR FACILITIES	
SUBSECTION 5.6 LIMITATIONS ON SHARED MATERIALS	
SUBSECTION 5.7 EVENTS WITH FOOD AND BEVERAGES	
PART 6. RESOURCES: EQUIPMENT & SOFTWARE	3
SUBSECTION 6.1 TECHNOLOGY EQUIPMENT	
SUBSECTION 6.2 SOCIAL TABLES: EVENT DIAGRAMMING SOFTWARE	
PART 7. EVENT OPERATIONAL GUIDANCE ALERT LEVELS	4
SUBSECTION 7.1 MODERATE ALERT	
SUBSECTION 7.2 HIGH ALERT	
SUBSECTION 7.3 VERY HIGH ALERT	
SUBSECTION 7.4 CAMPUS QUARANTINE	

PART 1. PURPOSE

In order to ensure safe, structured, and healthy in person campus events, guidelines have been developed with a focus on operational procedures, protective equipment, and available resources. Approved events must meet the specified criteria below based on the nature of the activity. If you believe that the nature of your event requires special consideration, please contact the event guidance group by emailing events@elon.edu

PART 2. EVENT REQUESTS & SUBMISSION BUFFERS

To ensure adequate time for processing, planning and preparation all event request should still be submitted at least 2 weeks in advance via [25 live Pro](#). The Office of Event and Space Management recognizes that some events will occur outside of the set parameters as a result of emergencies and/or university mandates. These events will be reviewed on a case by case basis.

PART 3. EVENT ATTENDANCE CAPACITIES

Elon event capacities will follow and enforce limitation on gathering size in accordance with educational guidelines from the Centers for Disease Control and Prevention and laws determined by local and state officials.

Following local, federal, state and university guidance, event attendance including event staff should not exceed the set location maximum capacities listed in [25 live Pro](#), while maintaining the appropriate physical distancing. Special considerations must be approved through the R&R committee.

PART 4. DISTANCING, PROTECTIVE COVERINGS

All staff and participants should wear approved facial coverings throughout the entirety of indoor and outdoor events or activities while maintaining the appropriate physical distance.

4.1 Event with Food and Drink: All staff and participants should wear approved facial coverings when not eating or drinking and must remain at least 6ft distance when uncovered to consume food or drink.

4.2 Wind Instruments: All musical instruments producing aerosols should be covered with bell covers or approved material while remaining at least 16ft apart. Musicians must wear face covering when not playing instrument.

4.3 Singing: All singers should wear face mask, while remaining at least 16 ft apart from other singers and a minimum of 16ft from audience.

4.4 Dancing: All dancers should wear face mask, while remaining at least 10- 16 ft apart from other dancers and a minimum of 16ft from audience.

PART 5. FACILITY, CROWD & EVENT MANAGEMENT

All planned in person events and activities should utilize strategic protocols to ensure the safety and health of all participants and staff.

5.1 Event Entry & Exits: Where applicable events should consider identifying specific entry and exits points to create efficient traffic flow. Assigning staggered arrival and exit times should also be considered to assist with this effort.

5.2 Attendance Tracking/Tracing: All scheduled events open to the campus community should track attendance via pre-registration, rsvp, ticketing and/or a day of event tracking system.

5.3 Event Staffing: Events open to the campus community should have at least (1) crowd manager/staff per 50 participants and 1 additional staff per entry and exit, to monitor event capacity and ensure participants are adhering to all safety precautions. Additional staffing should be taken into consideration based on the event logistical requirements.

5.4 Indoor Facilities: Events held indoors should be managed in approved distanced locations utilizing the established entries and exits.

- **Classrooms/small meeting spaces:** Events held in classrooms or small meeting spaces should utilize the established distance room layouts.
- **Multipurpose/Surge Spaces:** Events held in multipurpose or surge spaces should utilize the established distance room layouts. Room layout changes are highly limited and must be requested and approved through the physical plant work order system [FIX-it](#).
- **Auditoriums/Theatres:** Events held in auditoriums/theatres should utilize the established labeled seating.
- **Tables:** Indoor tables must be doubled and set 6ft apart for appropriate physical distancing. Tables should primarily be used for advertisement purposes with limited sharing of items (i.e. flyers, giveaways etc.)

5.5 Outdoor Facilities: Events held outdoors should be managed in designated tents, open spaces, or table locations.

- **Open Spaces:** Events taking place in open spaces should have a defined perimeter utilizing approved barriers and/or staffing that assist with establishing clear entries and exits to manage participation numbers and crowd control.
- **Tents:** Events in tents areas must be use existing furniture, not to exceed the established physically distance capacity. Furniture can be rearranged but must be placed back in its original layout by the event host.
- **Tables:** Outdoor tables must be doubled and set 6ft apart for appropriate physical distancing. Tables should primarily be used for advertisement purposes with

limited sharing of items (i.e. flyers, giveaways etc.) Please see the attachment for additional guidelines.

5.6 Limitations on Shared Materials: Sharing of materials and supplies at events should be minimal, if necessary, the host should ensure that materials are wiped down before and following usage. It is recommended to have individual supplies (prepacked or in Ziploc bags) and separate workstations when possible.

5.7 Events with Food and Beverages: Any event or activity with plans to serve food and beverages must contact Elon Dining- Mill Point Catering for support to ensure health and safety standards are adhered to. University Policy requires that groups cannot share or serve food and/or drink at events without the consent and support of Elon Dining- Mill Point Catering.

- Catering Food Options- Elon Dining- Mill Point Catering can provide a variety of options for the distribution of food and beverages, a few are listed below.
 - Grab and Go
 - Plated Meals
 - Served Buffet

Catering information can be found at <https://www.elondining.com/catering/> and partnerships with Elon Dining can be discussed by calling 336-278-5333.

PART 6. RESOURCES: EQUIPMENT & SOFTWARE

When planning events and/or activities event organizers should consider utilizing self-supportive campus resources to enhance the event experience and safety of participants. Resources are limited and will be provided on a first come first serve basis.

6.1 Technology Equipment –Technology equipment can be checked out for use through Media Services. The Equipment list is available at the link below
<https://www.elon.edu/u/bft/technology/mediaservices/equipment-available-for-checkout/>

6.2 Social Tables: Event Software- Access to event diagramming software to assist with physically distanced event layouts in select venues can be provided through the Event and Space Management office. Contact the [Office of Event and Space Management](#) for access.

PART 7. Event Operational Guidance Alert Levels

Event operational guidance will be sent to event organizers based on the key operational guidance alert levels provided by R&R.

- 7.1 Level 1 Moderate Alert-** Check health and temperature daily, wear face covering, practice physical distancing
- 7.2 Level 2 High Alert-** Limit everyday activities and restrict your personal social circle to only a few individuals
- 7.3 Level 3 Very High Alert** –Take strong measures to limit social contact and restrict campus operations to mitigate spread of the virus (social hiatus measures)
- 7.4 Campus Quarantine-** Limit access to campus, restrict movement, close most non-residential facilities, remote classes, remote work where possible.