

Elizabethtown
College



COVID-19

**SPRING 2021
EVENTS GUIDELINE**



ETOWN
ELIZABETHTOWN COLLEGE

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Note: This document is updated periodically and at the time of dissemination the enclosed information was most accurate. Should you have any questions, please contact the Scheduling Office.

PURPOSE

As the campus community begins to organize and hold events this spring semester in a safe environment adhering to the College's health and safety guidelines, we want to share our updated spring 2021 event process. To accommodate the physical social distancing requirements for academic classes, we have continued with our fall 2020 strategy and have reallocated all event space to be utilized for academic or dining services space, except for the Bowers Center for Sports, Fitness & Well-Being's fieldhouse.

A few notes on changes in space usage and re-allocation:

- Support and preference will be given to student events planned through the Office of Community Living and/or other student-driven/oriented divisions. Events on weekends are to encourage students to stay on campus and minimize non-essential travel
 - **PLEASE NOTE:** *Academic classes have first priority in scheduling of spaces. If your event is approved before the class schedule has been finalized (typically within three weeks after the start of classes) your event location, date or time may need adjusted. If this happens, the Scheduling Office will reach out to help find a new solution.*
- All in-person events must have approval prior to the event being planned. (Approval must be confirmed by the Scheduling Office; process outlined below)
- Non-academic gatherings are limited to the number of people determined by the College administration and informed by state regulations; outdoor events cannot exceed 250 people; indoor events are limited to 10% of the fire code; in some cases, group sizes will need to be much smaller in order to accommodate proper social distancing.
 - *This guidance is subject to change based on guidance by the CDC and other government agencies.*
- Any event that is scheduled in a virtual manner or is subsequently moved to a virtual event **must** be scheduled through 25Live to avoid scheduling conflicts and Zoom fatigue
- All department, club, or institutional committee meetings will continue to be held virtually
- Catering Services will resume for the spring semester, but will have additional safety guidelines regarding food service. An alternative Catering menu will be available on the Catering Services website.

With these changes, we would like to reiterate the process for scheduling events, **including virtual events**, will be conducted through [25Live](#).

Events may be in-person, virtual, or a hybrid of the two. Outdoor in-person events are highly encouraged. You can find a listing of our outdoor reservable outdoor spaces [here](#). If you do not see an outdoor space in 25Live, feel free to reach out to the Scheduling Office and we will be happy to assist you!

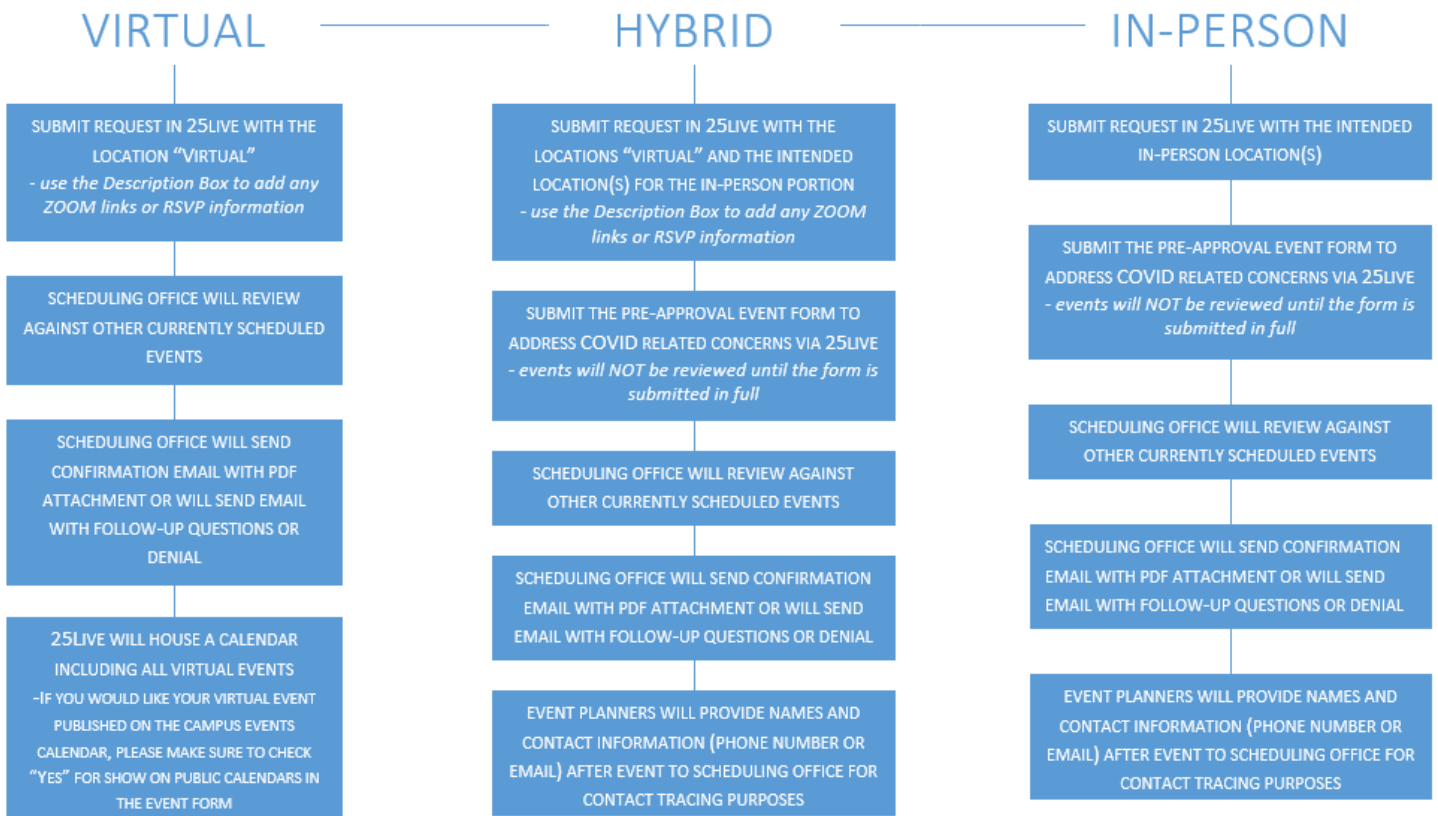
We have also created how-to guides on scheduling [virtual](#) or [hybrid/in-person](#) events to assist you during the scheduling process.

Events are confirmed based off of the current COVID-19 guidelines at the time of the request. Such events may have to be adjusted or altered in their final plans should any updated guidelines or protocols be put in place for the safety of our campus community. Flexibility and adaptability is appreciated.

EVENT PROTOCOLS

All events must be scheduled in 25Live and go through the proper scheduling and approval process. If you have any problems logging into the system, please email the [Scheduling Office](#).

Below we have broken down protocols for planning your event, whether it be virtual or having an in-person component:



If your virtual event is open to the Elizabethtown College campus community, please make sure to select the "Show on Public Calendars" custom attribute in your 25Live reservation to help us provide a general campus calendar of events, posted [here](#).

FACILITIES & RESOURCES

Campus buildings will be operated and cared for in such a way to ensure that they support the overall College efforts around health and safety.

FACILITIES

Outdoor Event Locations

Outdoor events are *highly* encouraged, as COVID-19 spreads more easily indoors than outdoors. Though being outdoors does not prevent the transmission of COVID-19 from one person to another, it does reduce the risk of such transmission.

The Dell, Academic Quad, Brinser Field, and the BSC Terrace are all great places to perform and have your invitees watch events such as musical performances, shows, poetry readings, movie showings and more. Lawns outside of residence halls are also available for reservation.

Our event support teams are capable of supporting a variety of technology and furniture resources for outdoor events. Please engage us to brainstorm ideas for how to best make events outside possible before submitting your request.

Indoor Event Locations

While outdoor locations are preferred, indoor locations are also available for small in-person meetings and events. Indoor events or meetings are limited to 10% of the fire code. Furniture is setup to accommodate for social distancing and is not to be rearranged.

Numbers listed in 25Live or outside the classrooms are for academic classes scheduled by Registration and Records. They do NOT reflect the 10% capacity. For capacity questions on specific rooms, please contact the [Scheduling Office](#) directly.

Below is a list of event locations that can accommodate 10 or more persons. The maximum occupancy listed includes any staffing of the event. Please make sure to read below that list as some locations have important additional information.

Location	Maximum Occupancy
Bowers Center Fieldhouse	200
Thompson Gym *	200
Leffler Chapel Musser Auditorium	81 (includes both first and second floors)
KAV *	30
Gibble Auditorium	30
Leffler Chapel M&M Mars Room	15
Young Center Bucher Meetinghouse	15
Bowers Center Upper Lounge	12
Masters Center Atrium	12

Susquehanna Room *	12
Zug Recital Hall *	10

Thompson Gym* is available for an event space, but will be the primary venue for Athletics, who will have priority over use of the space.

The **KAV*** will be available again in a limited capacity. This space is still primarily an overflow space during the Marketplace’s operating hours (7am-7pm every day), but can be reserved after 7:30pm each day.

- The space can is only available to be used as-is
- No technical support available
 - *Technical support includes, but is not limited to audio, lighting, large screen*
- Tables, chairs, Plexi-Glass, or any other furniture cannot be moved
 - *If the next morning the space is found to be re-arranged, the last known group in there will lose privileges of the space.*

Susquehanna Room* is also being used as a testing site. If a faculty member needs to use the space for exams, the event must be moved to an alternate date or location.

Zug Recital Hall* will be given preference to any Fine and Performing Arts academic related performances.

RESOURCES

When planning an event, additional resources may be requested in your initial 25Live event request. Resources are additional support items needed that are not already part of the space.

A brief description of resources are listed below. Smart podiums are located in all academic classrooms, and Etown users can simply login to the computer at the podium for presentations or computer access if needed – you do not need to request Media Service assistance for this. Your reservation **MUST** contain a resource, even if you only need the room as-is.

- Catering – snacks, breakfast, lunch, dinners, and receptions can be requested for most spaces on campus
 - Room layouts are not to be changed
 - *See the next section regarding Catering for more detailed information*
- Event Setups – additional tables, chairs, podiums, that aren’t already in the space
 - Events that require setup with tables and or chairs will be laid out to accommodate social distancing guidelines. Furniture should not be rearranged for any reason.
 - *This guidance is subject to change based on guidance by the CDC and other government agencies.*
- Media Services – for any technical assistance anywhere on campus *except* the KAV, Leffler Chapel Musser Auditorium or Tempest Theatre
- Technical Operations – for any technical assistance in the KAV, Leffler Chapel Musser Auditorium or the Tempest Theatre
- No Resources – the space is needed as-is and no assistance is required from service departments

DINING & CATERING

Masks must be worn when not eating, hand sanitizer will be provided and should be used, students and employees should maintain physical distancing, and gloves will be provided for use in high touch areas of the operations.

Catering

The College's Catering Services will resume for spring 2021, with new protocols in place to protect the health and safety of our staff and catering employees. Menu options may be limited and larger events may require a more scaled back service to accommodate staffing and the safety of those participating. These modified service items include:

- No plated meals/table service
- All food items, unless individually packaged, must be covered by Plexi-Glass shields
- Cold beverage options must be bottled
- No condiments (i.e. salt & pepper) will be permitted at dining tables
- Plates/utensils will be disposable items
- Gloves will be provided to utilize buffets/stations
- Guests in line for buffet/station items must follow social distancing protocols
- Staff members will inform each table when to come up to the serving area to avoid crowding and encourage social distancing
- Service utensils will be changed every 30 minutes during event/buffet service time
- Guests must wear masks at all times, unless actively eating or drinking
- Event planner must maintain a list of all guests who attend (to be submitted to the Scheduling Office 48 hours prior to the event and within 24 hours after the conclusion of the event)

Catering requests must be submitted along with your event request in 25Live, and will go through the traditional approval process. It is the requestors job to provide final menu and head counts to the Catering Manager at least (14) days before the event.

Catered events in academic spaces must use the existing classroom setup – no layout changes are permitted. Food service will be placed in the hallway as to not disrupt tables, which also does not disrupt guest count, as Catering staff will not be in the

Off-campus food is not permitted.

If Catering is unavailable for your event, you are always welcome to use the to-go options from the Marketplace or Jay's Nest!

CAMPUS VISITORS

Students are not permitted to have guests on campus during this time.

Faculty/staff that require visitors to come to campus for academic or college business purposes should reference the visitors guidelines, located [here](#).

FREQUENTLY ASKED QUESTIONS

For General Use

What kind of safety precautions do I need to take?

You can find our campus health protocols [here](#), but in general:

- Masks should be worn at all times while indoors and outdoors
 - Masks may be removed for eating purposes, but social distancing should still be observed
 - Masks may be removed if outdoors and proper 6' foot social distancing is observed at all times
- Social distancing should be observed at all times, both indoors and outdoors
- Wash your hands often, and for at least 20 seconds with soap and water
- Hand sanitizer stations are placed throughout campus buildings and should be used when both entering and exiting

COVID-19 supply stations have been placed throughout campus to make safety equipment readily available such as disposable masks, gloves, hand sanitizer, etc. Should you require more PPE for your event, please reach out to the Scheduling Office to discuss your options.

Is there a maximum capacity I can have for an event?

Per the PA Department of Health, all non-instructional (i.e., do not receive course credit) activities and gatherings that are held **indoors** are limited to 10% of the municipal fire code. Activities and gatherings held **outdoors** are limited to no more than 250 people.

Numbers listed in 25Live are for academic classes scheduled by Registration and Records. They do NOT reflect the 10% capacity. For capacity questions on specific rooms, please contact the [Scheduling Office](#) directly.

I want to have an event in-person, what do I need to do?

First you must submit your request via 25Live. In your initial 25Live reservation you must attach the [Pre-Approval Event Form](#) detailing when, where, and how you will be keeping you, your attendees, and the general campus community safe. If your event request is approved, you will receive a PDF Confirmation sheet detailing your event request.

Additionally, 48 hours before your meeting or event you will need to send the [Event Contact Form](#) of all expected attendees names and contact information to the Scheduling Office. Within 24 hours of the event concluding, the same form needs to be sent to the Scheduling Office with

the names and contact information for those who were *physically* in attendance. This needs to be done for all rehearsals, practices, events, and meetings.

Will Catering be available this semester?

Catering Services will resume for the spring 2021 semester, though limitations have been put in place based on the size and service requested. An alternative Catering menu is available and can be used when planning events. Catering must be requested in the original 25Live request, and is subject to approval from the Catering Manager.

A great alternative if Catering is unavailable is to utilize the to-go options at any of our dining facilities such as the Marketplace or Jay's Nest and take your meal with you to the event or meeting.

No off-campus food is permitted.

Where can I have outside events?

Our campus has many [outdoor gathering spaces](#) that are perfect for anything from a small department meeting to an outdoor movie night! Spaces like the Dell, Brinser Field, and the Academic Quad are great for larger attendance numbers, but lawn areas outside of residence halls or academic buildings are another great option. See our list of reservable spaces [here](#).

For Student Use

Will clubs and student groups be able to meet?

We still encourage student groups to continue their programming, however this may require innovation and adjustments. With limited capacity for multiple large events, collaboration with other student groups or departments is highly encouraged! Live streaming capabilities can allow you to reach friends and family off campus,

I want to have an event in-person, what do I need to do?

The same process from the fall will be implemented again for the spring semester. *Even if you completed this process in the fall*, you must contact Rina Carpenter, Assistant Director of Community Living (carpenterc@etown.edu) describing the details of your requested meeting in person.

Once approved by the Office of Student Activities (OSA), you can submit your request via 25Live, but you must follow the above in-person protocols with the Pre-Approval form and the Contact Tracing Form.

*For example, if you are requesting to have rehearsal twice a week, you would need to submit (4) contact forms each week until your final rehearsal concludes

Are visitors allowed on campus?

Students are not permitted to have visitors or guests on campus for the spring semester.

I'm studying remotely off-campus, but I want to participate in an activity on campus. Can I do that?

Yes! Students who have elected remote instruction and do not live on campus are more than welcome to join in on an event but the **MUST** complete the Daily Digital Health Report before coming to campus. Additionally, they must abide by all campus health and safety policies while they are here.

How do I participate in a virtual event?

Instructions on how to access and participate in virtual events will be provided by the organizer. Students will need access to an electronic device and Wi-Fi to participate in virtual events.

Can non-Etown College students participate in events?

Events are limited to Etown College students only. You'll use your official Etown College ID to participate in all in-person events and your Etown College login to participate in virtual events.

For Faculty/Staff Use

I want to have an event in-person, what do I need to do?

Yes, but you must submit your request via 25Live and follow the above in-person protocols with the Pre-Approval form and the Contact Tracing Form.

*For example, if you are requesting to have a faculty/staff BYO lunch event beginning on February 8th and have it run every other week until May 3rd, you would need to submit a total of 14 contact forms (two forms for each BYO lunch event)

I want to plan an event for one of my classes outside of its traditional meeting time. Can I do that?

Yes, but this will need to be scheduled in 25Live. Registration & Records does not handle one-time class changes.

Will the exam testing center (Susquehanna & Swatara Rooms) be available again for the spring semester?

Yes, but this will need to be scheduled in 25Live. Faculty may submit the reservation, or work with their department's administrative assistant to schedule the space. Please make sure to include the course catalog number or course name and "exam" in the event title (ex: CH 113 A Exam).

If you have a question that isn't listed or answered here, send us an [email!](#)