

# COVID-19 Event Guidelines

## **Evaluation of Risk**

- Lowest risk: Virtual-only activities, events, and gatherings.
- More risk: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
- Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

## **Considerations:**

- Consider having a fully virtual or hybrid event.
  - Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.
- Consider ways to significantly reduce the number of attendees.
  - Stagger or rotate attendance times to minimize the number of guests at a space at a time.
- When determining if you should postpone or cancel, consider number of attendees who are at higher risk of developing serious illness from COVID-19. This includes older adults and people with underlying health problems such as lung or heart disease and diabetes.
- Consider the possible impact this event may have on attendees, staff, campus and community.
- Post event, if any attendee or staff tests positive for COVID-19, please report this to Events Department at [events@hbu.edu](mailto:events@hbu.edu).

## **Event Strategy / Planning:**

- **Defense:**
  - Encourage Covid-19 [self-assessment](#) for guests considering attending an event.
  - Frequent handwashing
  - Refraining from touching our faces
  - Required face covering during the entirety of the event, unless eating.
  - HBU's food service provider has first right of refusal for providing any food service needs. Aramark will oversee and provide guidance for the safest way to handle food service needs.
  - Limit sharing of tools, equipment, or supplies by attendees or staff.
- **Disinfecting:**
  - Cleaning and Disinfection will be handled through HBU's partner, Aramark Custodial Services immediately before and after each event.
  - A charge will be assessed for increased custodial requirements. Required custodial services after all events. Internal events must have custodial disinfect the space after events and do not have the option to self-clean space.

*EXAMPLE : type of event / location	Attendance	# of custodians required	Weekday: Minimum # of hours charged	Weekend: Minimum # of hours charged	Hourly charge	Supplies Charge	Service Charge	COVID charge
Meeting / Hinton Board Room (no food)	25	1	No charge	4	\$25.75	N/A	15%	Double fee – labor only
Lunch in Dillon II **	75	1	2	4	\$25.75	N/A	15%	Double fee – labor only
Program in Dunham Theater	600	2	2	4	\$25.75	N/A	15%	Double fee – labor only

\*This chart is to serve as an estimate for these types of events. Aramark Custodial will provide actual totals to you, when you contact them.

\*\*As of August 5, HBU is pending City of Houston approval to serve food at events. Aramark Dining Services has first right of refusal and needs to be contacted for updates.

- **Density:**

- Block off rows or sections of seating in order to maintain social distancing.
- Banquet seating would be limited to 5 chairs per 60-inch round or 6 chairs per 72-inch round tables.
- All ticketed events (assigned and general seating) are required to use ETix and HBU for ticket booth staff and ushering.
- 50% of facility's total capacity
  - All other capacities, including classrooms and nontraditional event spaces, can be found at [www.HBU.edu/EventSpaces](http://www.HBU.edu/EventSpaces)
- Use multiple entrances and exits and discourage crowded waiting areas. Door attendants assigned to open and close doors for minimum exposure.
- Events involving food, which requires unmaking, will have additional capacity restrictions based on the space.

Event Producer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please note that these guidelines are subject to change. In an abundance of caution and as instructed by the Husky Task Force, additional requirements may be necessary to implement at the time of the event.