



In-Person Event Protocol Guide

In response to COVID-19

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Overview

This interim guide has been prepared for venue managers, event hosts and organizers, event coordinators, and event approvers involved in planning in-person events taking place indoors or outdoors at any Florida International University (FIU)-owned, -occupied, or –controlled lands and buildings. An event is an organized, planned, or spontaneous gathering with a group of people in attendance, such as meetings, orientations, concerts, conferences, shows, and other activities deemed an event by FIU’s Division of External Relations, Strategic Communications and Marketing in collaboration with the Central Reservations Office (CRO).

As the COVID-19 pandemic evolves, FIU is following Miami-Dade County and CDC guidelines. For more information, you may refer to <https://www.fiu.edu/coronavirus/>. To help protect event participants, staff, and the local community, FIU strongly suggests that events occur following a virtual or hybrid model. Please contact [Media Technology Services \(MTS\)](#) for virtual event support outside of the Graham Center (GC) or Wolfe University Center (WUC). You may also reach out to protocolevents@fiu.edu for guidance on virtual event protocols. If your event is being held in one of the student unions, please contact the CRO at reservespace@fiu.edu for more information. For events requiring a physical presence, the following guidelines apply in addition to any other terms and conditions, exclusivities, and university-wide guidelines in accordance with the [Panthers Protecting Panthers Guidelines for Repopulating](#); and is subject to change from time to time. Safety, security and minimized risk of exposure to the university community will remain our highest priority.

In-Person Event Approval Process

- Approval of requests for in-person events will depend on local public health conditions, the university's capacity to effectively and successfully execute safety and security protocols, and the availability of university space as the instructional space needs for the upcoming semesters become more clearly defined

- All event requests will be routed through the Division of External Relations, Strategic Communications and Marketing for approval before a premise use agreement can be signed or a reservation be made; and by following these steps:
 - Event organizer(s) must submit event details through the event request [form](#) at least two weeks before the event date for consideration. For any questions, send an email to Protocolevents@fiu.edu
 - Protocol Events (PE) will share event request with leadership for final approval and respond to event organizer(s) within 3 to 5 business days
 - If event is approved, event organizer(s) and venue manager must follow event protocols
 - If the desired venue is in EMS, a space request must be submitted through <https://reservespace.fiu.edu/>. The CRO will assist with advising on event protocols.
 - If the desired venue is not in EMS, PE will assist with advising on event protocols
 - If the event is denied, a response including the reason for denial will be sent to the event organizer(s), the CRO (for recording purposes) and venue manager when applicable

- Considerations for event approval include:
 - Event(s) mission-critical to student success and linked to student learning and/or safety and health-related matters
 - Event(s) with a clear purpose and reason on why it must be hosted in person
 - Event(s) cannot be hosted virtually and supported
 - Event(s) that allow for an adequate duration of time
 - Event organizer may need to reserve the venue for an additional day to support events which require a change of setup or for which multiple cleaning times may be needed
 - Event(s) with a proposed number of attendees that meet physical distancing guidelines
 - Event(s) can be supported within the proposed venue or multiple venues
 - Once confirmed event can take place in person, develop a plan with event organizer based on the guidelines below

- Event organizer(s) must agree to abide by all guidelines through Qualtrics questionnaire; in addition to any venue/event related terms and conditions

- If the university determines that an event does not comply with all guidelines, the university reserves the right to:
 - Deny or rescind the event organizer(s)' permission to proceed with the event (even if the event has already started)
 - Restrict the event organizer(s) from reserving campus space in the future
 - The venue manager is responsible for reporting non-compliance to leadership

Venue Operations

- Access to the event venue will be restricted to specific entrances and exits
- Each ingress and egress site should have double entryways, when possible:
 - One to ENTER and the other to EXIT
 - Venue manager will provide signage on the doors that read the purpose of each doorway
- Floor decals with directional arrows will serve as visuals to communicate traffic flow. Decals may be secured through <https://parking.fiu.edu/sign-orders-request/>.
- Entry lanes should be managed using lines marked on the ground, stanchions, etc. Areas of possible congestion such as hallways, tables, and restrooms must be managed to ensure social distancing is observed and should be limited where applicable.
- Event attendance is limited to less than 50% of the room's maximum occupancy. In collaboration with the University's Safety Office, venue managers will advise on the maximum capacity for indoor and outdoor spaces.
- Seating arrangements must allow for 6 feet of distance between participants
- Sharing of equipment (including but is not limited to, electronics, pens, notepads, etc.) is prohibited
- Each venue will be equipped with hand sanitizer
 - If the event is hosted in GC or WUC, hand sanitizer(s) will be provided
 - If the event is hosted in other venues, a request must be placed through [MyFacilities.fiu.edu](https://myfacilities.fiu.edu).
 - Event organizer must encourage attendees to use hand sanitizer when entering/leaving the venue
- If an event requires the use of an elevator:
 - Elevators will display decals/markers instructing a max number of occupants per Miami-Dade guidelines
 - Elevator button panels should be cleaned and sanitized in regular intervals
 - When available, hand sanitizer stations will be placed on every floor, at each elevator point of entry and exit
- Venue staff and any other event support staff are required to wear [approved face coverings](#) at all times

Venue Cleaning

- Custodial staff will need to be in place in all high-traffic areas to ensure proper sanitation. For venues not in GC or WUC, a request for custodial services must be placed through [MyFacilities.fiu.edu](https://myfacilities.fiu.edu) by event organizer(s) or venue manager if applicable.
- Each venue should be cleaned and sanitized after each event. Additional sanitizing time may be required if an event includes multiple sessions in a program or if an event will be hosted in multiple venues.
- Equipment such as podiums, tables, etc., should be disinfected before and after each use. When available, multiple pieces of equipment should be provided to minimize the use of each.
- Restrooms:
 - Floor decals/markers will be placed inside and outside of restrooms to encourage physical distancing while waiting to enter
 - Attendees are expected to follow signage guidelines
 - When possible, the entry should be monitored to ensure physical distancing
 - Stalls/urinals/washing stations will be limited to ensure physical distancing
 - Restrooms will be cleaned and sanitized before to the event and cleaned frequently during the event (or as necessary) to protect participants and employees
 - All sinks and lavatories will include signage with event health policies per Miami-Dade County and CDC guidelines
 - Signage should be placed by restroom exit doors with reminders to wash hands/wear masks
- High-touch areas will be consistently monitored and sanitized
 - Surfaces include, but are not limited to:
 - Doorknobs and handles
 - Stair rails
 - Handrails
 - Trash cans
 - Elevator buttons
 - Tables
 - Touch screens
 - Keyboards
 - Restroom doors, stall handles, and locks, paper towel dispensers

Signage

- Panthers Protecting Panthers signage may be ordered through <https://parking.fiu.edu/sign-orders-request/>

- Signage provided by the venue manager should include:
 - Signage of safety guidelines posted in prominent locations
 - Directional signage leading to event venue
 - Directional signage to manage restroom lines and encourage physical distancing
 - Signage for sanitizing stations
 - When available, signage will be provided in multiple languages - English, Spanish, and Creole
 - Signage in restrooms, displaying event health policies following Miami-Dade County and CDC guidelines
 - Examples:



- Signage provided by an event organizer(s), in consultation with the venue manager should include:
 - Signage to provide direction for event registration
 - Signage to provide direction for catering if applicable
 - The venue manager must approve any additional on-site event signage

Event Protocol

- Event organizer(s) is responsible for adhering to all university, event protocol, and venue guidelines
- Promotion of event must include a statement encouraging individuals at higher risk for severe illness from COVID-19 to avoid such events at this time and when available, direct them to virtual participation options.
- Event organizer(s) are responsible for informing attendees of the following **before** event date:
 - Any person entering event venue must take personal responsibility to keep self and others safe by adhering to safety measures, as outlined in the [Panthers Protecting Panthers](#) plan
 - Attendees must wear an [approved face covering](#). If attendee is not wearing a face covering, they will not be allowed to enter FIU premises.
 - Remind internal attendees to self-report through the Panthers Protecting Panthers App (P3 App) before arrival. External attendees are not currently able to self-report through the P3 App; thus protocols must communicated directly by the event organizer.
 - Temperature checks for all attendees will be conducted by FIU medical staff prior to entering the event venue. Wristbands are required to be placed on attendees to identify who has been cleared to enter the venue.
 - Event organizer(s) should contact Carlos Correa Algarin ccorreaa@fiu.edu to coordinate medical staff
 - Coat rooms, bag checks, and storage will not be available
 - Venue entry points specific to event
 - Clear parking instructions/directions to avoid confusion, and allow for easy venue access
 - Arrive early to allow additional time for check-in
- Upon arrival:
 - Medical staff greet attendee(s)
 - Attendees must confirm (verbally on-site if not already through pre-registration) they are not exhibiting symptoms of COVID-19
 - Temperature check conducted
 - If cleared to enter the venue, the attendee will receive a wristband
 - If not cleared, the attendee will not be able to enter the venue
 - Registration
 - Event organizer(s) must keep a list of all attendees and confirm arrival (RSVP /Pre-registration required) to provide an accurate attendance record and facilitate contact tracing should the need arise. List must be provided to the venue manager and kept for at least a month's time and made

available to the Division of External Relations, Strategic Communications and Marketing, and/or the CRO upon request.

- Any student event will require the use of student ID
 - If the event accepts walk-ins, event organizer must record in the list after attendee is cleared for entry
 - Event organizer(s) must keep registration open for the duration of the event
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- When applicable, event organizer(s) should stagger to manage food distribution, and to manage egress upon conclusion of an event
 - Event organizer(s) agree to assign staff member(s) to assist with adherence of physical distancing and usher attendees to their seats as needed
 - Approved face coverings:
 - Must be worn by all attendees. Any attendee not wearing a face covering will be removed from the premises.
 - Must be worn while delivering a presentation or speaking
 - Do not have to be worn by attendees while eating
 - Host/event organizer(s) should remind event attendees of safety policies at the start of an event, with reminders throughout the program
 - Programs and other materials should be displayed in an electronic format to reduce touchpoint created by printed materials
 - Standing room beyond capacity is prohibited. Every guest must be sitting to ensure physical distancing guidelines are being followed.
 - Event organizer(s) or attendees may not move furniture
 - To limit physical contact on-site, all audio-visual files, cues, etc., should be submitted to the AV Media team in advance via email.
 - If hosting your event at GC, email gcevents@fiu.edu
 - If hosting your event in WUC, email wucevents@fiu.edu
 - If hosting your event outside of the two unions, contact [MTS](#)

Food and Beverage Service/Catering

- Food and beverage service must comply with the guidelines established by the Office of Business Services
- Employee Health and Safety
 - Temperature check/health screen all employees prior to starting shifts
 - While on premises, employees must follow enhanced hand cleaning and wear [approved face coverings](#) and gloves at all times. Gloves should be replaced accordingly to minimize exposure.
 - Employees should adhere to physical distancing guidelines while on premises / in work areas
 - Employees must clean, sanitize and disinfect all work areas, food contact surfaces, serving vehicles, delivery carts, transport containers, etc.
- Contact Tracing
 - Employees must have a valid ID and visible nametag
 - Employees must check in with event organizer(s) to add their name to the event attendee/support staff list
- Self-serve buffet-style food services, passed hors d'oeuvres, and self-serve coffee/water stations are prohibited
- All catering will be distributed in “boxed” meal form
- Alcohol at events:
 - Use of bars is prohibited until further notice
 - All alcoholic beverage orders must be individually served by catering staff
 - FIU’s Alcohol Policy FIU-2505 must be followed, <https://regulations.fiu.edu/regulation>
- Flatware must be dispensed in a roll-up or grab and go concept
- Condiments must be served in individual sealed containers and distributed by catering staff
- Individual bottled water must be provided instead of water carafes. Beverages/soft drinks must be individually served. No self-service for ice/cups/lids/straws.
- Signage reminders to wash hands/wear [approved face coverings](#) will be placed in kitchenette(s)

- Caterer must clean and sanitize all food contact and serving surfaces after the event
- Caterer will work with event organizer(s) and venue manager to plan for the proper disposal of all packaging and waste items to reduce possible exposure

Lost and Found

Item(s) found/left at events in the student unions may be turned in to the Lost and Found located at the GC Welcome Center and the WUC Information Desk.

- Items accepted at the Lost and Found will be limited to avoid the spread of COVID-19
 - Items NOT accepted include:
 - Water Bottles
 - Lunch bags / containers / food
 - Clothing
 - Shoes
 - Towels
 - Face Coverings
- Lost and Found items will be stored in individual bags. The area will be disinfected daily.

Please contact event organizer(s) if item(s) is lost in other venues.

Items not claimed after 30 days will be transferred to Procurement Services (Surplus) and disposed in accordance with [Florida State Statute Chapter 705.18.](#) and [Florida State Statute Chapter 273.055.](#)