In-Person Event Protocol Guide

In response to COVID-19
Overview

This 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; as well as university sponsored events taking place off-premises. An event is an organized, planned, or spontaneous gathering with a group of people in attendance, such as meetings, orientations, concerts, conferences, shows, camps, 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/](https://www.fiu.edu/coronavirus/). We are excited to welcome students, faculty, and staff back on campus and look forward to assist with hosting your in-person events. Please contact the CRO at reservespace@fiu.edu for all event inquiries. 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. Safety, security, and minimize risk of exposure to the university community will remain our highest priority.
In-Person Event Guidelines

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 university space availability as the space needs for the upcoming semesters become more clearly defined.

All requests for internal events that have external attendees and all fully external events will be routed through the Central Reservations Office. Guidance on event protocols must occur before signing a premise use agreement or confirming a space request.

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/](https://reservespace.fiu.edu/).
- If the desired venue is not in EMS, the CRO will advise on event protocols for the venue manager and event organizer(s).

Considerations for hosting an in-person event include:

- Event(s) critical to student success and linked to student learning or safety and health-related matters
- Event(s) that allow for an adequate time frame
  * Event organizer(s) may need to reserve the venue for an additional day or additional time to support events that 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 and venue capacities.
- Event(s) that can be supported by staff managing the proposed venue

Event organizer(s) must agree to abide by all guidelines in this document; in addition to any venue and event-related terms and conditions

If event organizer/attendees do not comply with all guidelines, the venue manager 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 the CRO

If you are hosting a virtual or hybrid event, 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.

**Indoor tabling:**
- Limited amount of tables offered to department and student organizations on first floor, main area of the student centers
- One person representing department/student organization allowed per table
- Plexi shield provided by venue manager
Venue Manager Protocols

- Access to the event venue will be restricted to specific entrances and exits. The venue manager will provide signage on the doors that read the purpose of each doorway.
- Entry lanes should be managed using directional signage, stanchions, etc. Areas of possible congestion such as hallways, tables, and restrooms managed to ensure physical distancing and should be limited where possible. Order signs by emailing signshop@fiu.edu.
- Seating arrangements must allow for 6 feet of distance between participants. In collaboration with the University’s Safety Office, venue (space) managers will advise on the maximum capacity for indoor and outdoor spaces.
- Sharing of equipment (electronics, pens, notepads, etc.) is discouraged.
  - 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.
    - The event organizer must encourage attendees to use hand sanitizer when entering/leaving the venue.
- The university offers several spaces to host outdoor events. If the space is managed by GC or WUC, tents, tables, and chairs are available to reserve directly through https://reservespace.fiu.edu/. For other outdoor spaces, place a request for services through MyFacilities.fiu.edu by the event organizer(s) or venue manager if applicable.
- Venue staff and any other event support staff are recommended to wear approved face coverings at all times.
- Custodial staff is required at all high-traffic areas to ensure proper sanitation. For venues/outdoor spaces not managed by GC or WUC, event organizer(s) or venue manager can place a request for custodial services through MyFacilities.fiu.edu.
- Venue(s) must be cleaned and sanitized after each event. Additional sanitizing time may be required if an event program includes multiple sessions or if an event is taking place across multiple venues.
- Equipment such as podiums, tables, tents, etc., must be disinfected before and after each use. When available, multiple pieces of equipment should be provided to minimize the use of each by multiple people.
Restrooms:
- When possible, the entry should be monitored and stalls/urinals/washing stations limited to ensure physical distancing
- Restrooms will be cleaned and sanitized before, during, and after the event to ensure the safety of participants and employees
- All sinks and lavatories will include signage with event health policies per Miami-Dade County and CDC guidelines and with reminders to wash hands/wear masks

If an event requires the use of an elevator:
- Elevators will display decals/markers instructing a max number of occupants per Miami-Dade guidelines
- When available, hand sanitizer stations will be placed on every floor, at each elevator point of entry and exit

High-touch areas such as doorknobs, stair rails, trash cans, etc. will be consistently monitored and sanitized
Signage

Panthers Protecting Panthers signage may be ordered by emailing signshop@fiu.edu.

Signage provided by the venue manager should include:
- Signage of safety guidelines posted in prominent locations
- Directional signage leading to an event venue
- 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 and to manage lines
- Examples:

![Signage examples](image)

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

- Event organizer(s) is responsible for adhering to all university, event protocol, and venue guidelines

- Promotion of events must include a statement encouraging individuals at higher risk for severe illness from COVID-19 to opt for virtual participation

- Event organizer(s) are responsible for informing attendees of the following before the event date:
  - Any person entering an 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 and recommend them to wear an approved face covering.
  - Remind internal attendees to self-report through the Panthers Protecting Panthers App (P3 App) before arrival. Event organizer(s) must invite any external attendees through the P3 App and advice it is required to complete the questionnaire on the day of the event, and prior to arriving on campus.
  - Provide venue entry points specific to the event and clear parking instructions/directions
  - Early arrival to allow additional time for check-in
  - Coat rooms, bag checks, and storage will not be available

Registration
- Event organizer(s) must check completion of P3 for all external guests
- 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. The list must be kept for (30) day and provided to the venue manager, the Division of External Relations, Strategic Communications and Marketing, and /or the CRO upon request.
- Event organizer(s) is encouraged to keep registration open for the duration of the event and record any walk-ins
- All student events require the use of student ID

When applicable, event organizer(s) should stagger to manage food distribution, and manage egress upon the 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

Face coverings are recommended indoors

Program and other event materials should be displayed in an electronic format to reduce touchpoints

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.
  o If hosting your event at GC, email gcevents@fiu.edu
  o If hosting your event in WUC, email wucevents@fiu.edu
  o 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
  - While on premises, employees must follow enhanced hand cleaning and are recommended to 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.

- Employees must have a valid ID and visible nametag and check in with event organizer(s) to add their name to the event attendee/support staff list.

- Catering will be distributed in “boxed” meal form. Self-serve buffet-style food services, passed hors d’oeuvres, and self-serve coffee/water stations are prohibited.

- Flatware must be dispensed in a roll-up or grab and go concept and condiments must be served in individual sealed containers and distributed by catering staff.

- All alcoholic beverages must be individually served by catering staff as the use of bars is prohibited until further notice. All events must follow FIU’s Alcohol Policy FIU-2505.

- 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.

- 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.

- Caterer must coordinate a designated consumption time with event organizer(s)/venue manager. For indoor events, no food will be served outside of these time frames.

- Event organizer will ensure all P3 protocols are met.