



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).

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](#); 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.
- ▢ 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/>
 - If the desired venue is not in EMS, the CRO will advise on event protocols for the venue manager and event organizer(s)
 - Physical distancing is no longer required; however, event organizer(s) may request a physically distant layout if desired
- ▢ 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 support. You may also reach out to protocolevents@fiu.edu for guidance on virtual event protocols.
- ▢ Indoor and outdoor tabling are available to departments and student organizations at the Student Centers and Housing.
- ▢ Camps must ensure to have attendees and/or parent/guardian complete a medical waiver and release form as part of registration.

Venue Manager Protocols

- Hand sanitizers are encouraged at all events.
 - If the event is hosted in GC or WUC, please coordinate through the respective event planning office
 - If the event is hosted in other venues, a request must be placed through [MyFacilities.fiu.edu](https://myfacilities.fiu.edu).
 - The event organizer should 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](https://myfacilities.fiu.edu) by the event organizer(s) or venue manager if applicable.

- Custodial staff should be placed at all high-traffic areas to ensure proper sanitation. High-touch areas such as doorknobs, stair rails, trash cans, etc. should be consistently monitored and sanitized. 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](https://myfacilities.fiu.edu).

- Sharing of equipment (electronics, pens, notepads, etc.) is discouraged. Equipment such as podiums, tables, tents, etc., is encouraged to 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.

- Signage:
 - Panthers Protecting Panthers- Healthy Living signage may be ordered by emailing signshop@fiu.edu.
 - 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 should include a statement encouraging individuals at higher risk for severe illness from COVID-19 to opt for virtual participation if offered
- ▢ 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.
 - 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 advise 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
- ▢ 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
- ▢ When applicable, event organizer(s) should stagger to manage food distribution, and manage egress upon the conclusion of an event
- ▢ 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.
 - 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 may be served at indoor and outdoor events. A list of university preferred caterers can be accessed through <https://shop.fiu.edu/preferred-caterers/>.
- ▢ 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/caterer 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 should be distributed in “boxed” meal form or a buffet managed and served by a licensed caterer
- ▢ Flatware should be dispensed in a roll-up or grab and go concept and condiments should be served in individual sealed containers and distributed by catering staff
- ▢ All alcoholic beverages must be served by a licensed and insured bartender/caterer. All events must follow [FIU’s Alcohol Policy FIU-2505](#).
- ▢ Individual bottled water should be provided instead of water carafes. Beverages/soft drinks should be individually served.
- ▢ 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
- ▢ Event organizer will ensure all P3 protocols are met