



COVID-19 Guidelines for LU Campus Events

Lamar University (LU) has developed COVID-19 guidelines for in-person campus events. These guidelines are designed to protect visitors, students, faculty, and staff. The event's host is responsible for ensuring compliance with all University COVID-19 event guidelines.

Before Scheduling an Event: Factors to Consider

- **Reasons.** What is the purpose of the event? Is the event necessary?
- **Venue.** What type of venue or facility do you need? Will the event be indoors or outdoors? What will the air flow be? Your event's location, size, type, and crowd density will determine your venue choices.
- **Outdoor Option.** Can your event take place outdoors on campus rather than in a confined or closed space?
- **Virtual Option.** Can your event take place virtually instead of on campus?
- **Your Targeted Attendees.** Are your attendees likely to be in a COVID-19 high risk group? Will they travel to the event?
- **Event Activities.** What is the level of interaction among participants? Can participants properly social distance?
- **Duration.** How long will your event last?
- **COVID-19 Contact Tracing.** How can your group, if needed, support contact tracing efforts following your event through online ticketing, pre-event registration, recording names of attendees as they enter the event, and other methods?

Note. Event hosts are strongly encouraged to consider virtual meeting options to reduce personal contact.

Scheduling an Event

Guidelines:

- The event's host is responsible for ensuring compliance with these COVID-19 event guidelines as well as [LU's broader COVID-19 guidelines](#). Guidelines are based on the [Centers for Disease Control and Prevention \(CDC\)](#) guidance on COVID-19.
- Until further notice, attendance at campus events will be limited to 25% of the venue's seating capacity and adherence to social distancing of 6 feet between each individual, family, or party in attendance. (Larger parties may be asked to separate into smaller groups for safety.)

- Events will be scheduled in venues according to capacity limits that allow for adequate physical distancing. An event's venue options and approval/disapproval will be based on whether a facility is large enough to allow for proper distancing.
- Texas State Governor Greg Abbott's [Executive Order GA 30](#), published on September 17, 2020, emphasizes the need to maintain social distancing of 6 feet or more between attendees.
- Additionally, the Texas Education Agency's [Public Health Planning Guidance](#) recommends that social distance of 6 feet be maintained between individuals.
- It is recommended that children under the age of 12 not attend events on campus until further notice. This recommendation primarily applies to K-8 school-sponsored field trips or camps geared toward children under the age of 12. Exceptions would include attending athletic events, attending campus tours for prospective students along with other family members, or walking on campus under adult supervision.

Note. Athletic events may be subject to guidelines (NCAA, Southland Conference, etc.) different from those established by LU. Athletic event hosts should discuss athletic event guidelines with Campus Operations and the LU Athletic Department. Those planning to attend an athletic event at LU should contact the Athletic Department for guidance.

- Any exceptions to these guidelines must be approved by the Vice President for Finance and Operations; the Provost/Vice President for Academic Affairs; or the President.
- The University reserves the right to deny admission or continued attendance at an event, or to stop an event while in progress, without any recourse by the event host or participants against the University.

How to Schedule an LU Event:

- To schedule an event **held exclusively** for LU faculty, staff, and students, or invited external guests, first contact the Office of Campus Operations at 409-880-7249 to discuss the event.
- Next, to begin arranging the event and venue, follow appropriate guidelines:
 - The Lamar University Office of Event Management planning guidelines can be found at <https://www.lamar.edu/event-management/index.html>.

- Information for Event Services in the Sheila Umphrey Recreational Sports Center and Setzer Center can be found at <https://www.lamar.edu/students/student-engagement/setzer-student-center/event-services/reserve-space.html>.
- The Lamar Athletic Facility Rental Request information can be found at <https://www.lamar.edu/forms/montagne/lamar-athletic-facility-rental-request.html>. (**Note.** Event hosts should discuss athletic event guidelines from the NCAA, Southland Conference, etc. with the LU Athletic Department.)

How to Schedule a Co-sponsored Event:

- To schedule an event co-sponsored by LU and an external organization, first contact the Office of Campus Operations at 409-880-7249 to discuss the event.

Note. To be approved, co-sponsored events must directly contribute to an essential function or mission of the University and must be staffed by the sponsoring LU department or LUPD (cost may be incurred by sponsoring department).

- Complete a Facilities Use Agreement and an Event Safety Checklist.
- Submit the Facilities Use Agreement and Event Safety Checklist to Campus Operations for review.
- The Executive Director of Campus Operations and the appropriate Vice President or Dean will review the event. Both the Executive Director **and** appropriate Vice President or Dean must approve an event.
- Campus Operations will inform the event's contact person of the decision.

How to Schedule an External Event:

- No purely external events will be scheduled until further notice. An external event is one that is not co-sponsored by an LU department or exclusive to LU faculty, staff, or students.

Planning the Event

- Event hosts must regularly inform the Office of Campus Operations of anticipated attendance numbers to ensure the event does not exceed approved capacities.
- Event hosts should keep a record of attendees for contact tracing purposes:
 - Athletic events should provide tickets to attendees (preferably, with assigned seating) to enable contact tracing efforts.

- RSVPs are recommended, with the understanding that not all guests who RSVP ultimately attend and guests who did not RSVP may show up unannounced.
 - Sign-in sheets, when possible, are recommended.
 - Consider social distancing – provide multiple sign-in sheets in multiple locations to avoid attendees clustering around a single sign-in sheet.
- Event hosts should encourage attendees to self-monitor their health status and refrain from attending if they are not well or if they have recently been exposed to COVID-19. Event hosts should send out or post these messages prior to the event.
- **Facemasks are required on campus until further notice.** Event hosts should advise attendees to bring their own face coverings. Event hosts should be prepared to “gently remind” attendees that masks are required to be worn while on the Lamar University campus.
- Room layouts and seating configurations must follow physical distancing requirements of at least 6 feet. The event host is responsible for coordinating the following:
 - Space seating (chairs, desks, tables) at least 6 feet apart.
 - Tape off rows to ensure six-foot distance between seats.
 - Provide physical guides (tape on floors or sidewalks, signs on walls, etc.) to ensure that individuals remain at least 6 feet apart.
- Event hosts should establish plans for entering and exiting the venue to minimize close contact and crowding in lobbies, foyers, doorways, elevators, and stairways.
- Event hosts may make plans for food and beverage that include served meals, served stations/buffets, and single-serving food items from Chartwells.
- Meetings and events shall be scheduled in individual spaces with adequate time between events (minimum 30 minutes) to allow LU Custodial personnel time for cleaning and sanitizing furniture, door handles, light switches, and event equipment such as microphones, conference phones, etc.

During the Event

- Event host and appropriate staff must be physically present and on-site for the duration of the event to ensure compliance with all COVID-19 event guidelines and University policies.
- Events that violate University COVID-19 guidelines will be asked to comply or will be shut down immediately by Campus Operations, Event Management personnel, or LUPD and the appropriate Vice President or Dean notified.

- A second violation will result in the University revoking the group's right to use University-owned or leased property until further notice.
- **Facemasks are required at all campus meetings and events.** While on campus, all persons are required to wear a facemask when in buildings or other confined spaces and in outdoor areas where physical distancing is not possible. Event hosts should be prepared to "gently remind" attendees that masks are required to be worn while on the Lamar University campus.
- Event hosts should avoid practices (group photographs, small group activities, small tables, etc.) that reduce social distancing or make it impossible.
- Should attendance exceed the COVID-19 capacity limit for the event space, it is the responsibility of the event host to turn guests away to remain in compliance.
- Event host and staff must monitor event entrances/exits, restrooms, elevators, stairways, and shared spaces to ensure safe capacity.
- All event spaces will be cleaned and sanitized prior to each event by LU Custodial personnel using cleaning agents which kill the COVID-19 virus.