UPDATED COVID-19 Guidelines for LU Campus Events

Lamar University (LU) has developed guidelines for in-person campus events that are changing as we make progress in addressing the COVID-19 pandemic. At present, we are seeing a reduction in virus transmission rates. This trend allows us to relax some of the event guidelines we have been following. We will continue to watch the virus as it evolves so we are prepared to respond appropriately. Please note, the event’s host is responsible for ensuring compliance with any COVID-19 event guidelines that may be required as the pandemic evolves.

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? 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?
- **Your Targeted Attendees.** Are your attendees likely to be in a COVID-19 high risk group?
- **Event Activities.** What is the level of interaction among participants? Can participants practice social distancing?
- **Duration.** How long will your event last?
- **COVID-19 Contact Tracing.** How can your group, if needed, support contact tracing efforts such as following your event through online ticketing, pre-event registration, recording names of attendees as they enter the event, and other methods?

Scheduling an Event

**Guidelines:**

- The event’s host is responsible for ensuring compliance with 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)](https://www.cdc.gov) guidance on COVID-19.
- Until further notice, attendance at campus events will be limited to the public occupancy rating for the location or space.
Texas State Governor Greg Abbott’s Executive Order GA 36, published on May 18, 2021, announced the prohibition of governmental entities and officials from mandating face coverings or restricting activities in response to the COVID-19 disaster.

• 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.

How to Schedule an LU Event:

• To schedule an event, 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:
  o The Lamar University Office of Event Management planning guidelines can be found at https://www.lamar.edu/event-management/index.html.
  o 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.
  o 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, the WAC, and 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.
Planning the Event

- When feasible, event hosts should keep a record of attendees for contact tracing purposes:
  o For example, Athletic events should provide tickets to attendees (preferably, with assigned seating) to enable contact tracing efforts.
  o RSVPs are recommended, with the understanding that not all guests who RSVP ultimately attend and guests who did not RSVP may show up unannounced.
  o Sign-in sheets, when possible, are recommended.
    ▪ 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.

- It is recommended that event hosts establish plans for entering and exiting the venue to minimize crowding in lobbies, foyers, doorways, elevators, and stairways.

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 LU event guidelines and University policies.