RECOMMENDATIONS FOR PROGRAMS AND CAMPUS EVENTS
	These guidelines may change based on CDC recommendations

- Events and group gatherings must follow the [CDC Coronavirus Disease guidelines](https://www.cdc.gov/coronavirus/2019-ncov/index.html) and Marian University guidelines, policies and procedures.
- A written event plan is required for all events for more than 10 people.
- All participants will be required to wear face coverings in all public/shared indoor areas and outdoor areas where physical distancing cannot be maintained. The exception to this would be when participants are consuming food and beverage.
- Event planners must have extra masks available at the event.
- Hand sanitizer and cleaning supplies must be readily available at all events. Event planners must coordinate with campus operations for housekeeping and trash removal needs at least 2 weeks in advance of the event.
- All events should be contactless and follow physical distancing guidelines. Events that include close contact, like dancing are prohibited.
- Indoor campus events are limited in participation size based on 6 feet physical distancing guidelines and room capacity.
- Guests are allowed on campus, but need to follow all guidelines. The exception to this is guests in the residence halls. No guests are permitted in residence halls.
- Events that require pre-registration are preferred to ensure appropriate set-up.
- Event organizers are encouraged to keep track of attendance should there be a need to track participants for health reasons. This list should be maintained by the event organizer for no less than 60 days after the event.
- Events that can be created without food or beverage service are preferred due to the complications of maintaining appropriate precautions when eating and drinking.
- For events with food, grab and go meals and pre-plated meals are preferred assuming every precaution has been taken. All food must be provided by Aramark unless alternative arrangements have been made through Scott Jayne.
- Events with food related self-service (i.e. buffet or bowls/plates of food) are prohibited.
- The university is only supporting essential travel. No student organizations are permitted to travel off-campus until further notice, this includes off-campus meals, service opportunities, and off-campus overnight experiences like retreats.
- For faculty and staff planning events, event plans must be approved by Katie Smith at least 30 days prior to the event date.
- For students planning events, event plans must be approved at least 14 days prior to the event date. Events will be approved by the following staff members:
  - Events led by undergraduate students – Sarah Balana Molter
  - Events led by Resident Assistants – Residential and Commuter Life Professional Staff
  - Events led by graduate and COM students – Kaylee Hofmeister

Considerations for Campus Events

- Outdoor events are recommended as they allow more flexibility for physical distancing.
- For large events, consider creating one-way traffic flows to mitigate crowding.
- Use signage and physical barriers to remind participants of physical distancing.
• Organizers need to consider accessibility.
• Consider staggering events, including virtual aspects of an event, or offering event/performance multiple times.
• Use single use items (for example, pens) when possible.
• When planning events, ensure there is an option available to ensure participants who are still not yet comfortable in these situations or have a compromised immune system have a safe way to participate.

Ideas and suggestions: use guides (tape or chalk) to direct participants, stagger events, plan events outdoors when possible (picnics), utilize Connect to manage RSVPs, consider purchasing Connect plug-in for sign-in, create a MU guide for guests/presenters, limit handouts (including materials)