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**COVID Event Plan Template**

**Camps & Conferences**

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| **Event Name:** | |
| **Is this a Marian hosted event or External hosted event?** |  |
| **Date(s):** |  |
| **Time(s):** |  |
| **Venue needs: *Please list all rooms you will need.*** |  |
| **Number of Guests Expected: *Please include both students and adults.*** |  |
| **Fac/Staff/Camp Host Contact Info:** |  |
| **Covid-19 Protective Measures:** |  |

* Provide a brief overview of your event including set up/event flow and activities:
* How many advisors/ fac/ staff will be present to help direct the event flow, and ensure that students follow social distancing guidelines?
* How will students/guests be invited? (i.e. via email, social media, etc.)
* How will you be tracking event RSVP and actual attendance?
* Do you need special request from Ops/ or do you have a plan to provide masks and sanitizer at your event?

**Please refer to attached guidelines for reference when scheduling and planning your event.**

**If you have questions or need assistance, please contact Nikki Jo McCrady at 317-955-6324 or** [**nmccrady2@marian.edu**](mailto:nmccrady2@marian.edu)**.**

**This form must be completed and returned to Nikki Jo McCrady no later than 60 days prior to your event.**

***Date submitted:***

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**Marian** **University Office of Conferences and Events**

**Enhanced Meeting and Event Procedures Camps and Conferences**

As we are all surrounded by uncertainties our commitment to you still remains the same. Marian University is still an ideal setting for your camp or conference.

*We are closely monitoring the advice and guidelines from the CDC, Governor Holcomb/Indiana Department of Health, Mayor Hogsett/Marion County Department of Health, and the Marian University Covid-19 task force.* Marian *University reserves the right to set additional policies for the safety and security of our staff as conditions warrant.*

As we learn more about the COVID-19 virus, it may be necessary to adjust and review our policies for Allison Mansion. Changes will be reviewed by Deborah Lawrence, J.D., Vice President of Strategic Partnerships and General Counsel, and all Conference & Events staff.

**Venue Capacities**

* Marian University is adhering to all Marion County Health Department limits for event capacities.
* Venue capacities have been limited to follow social distancing guidelines. Marian University Event Coordinator will reserve spaces for you based on individual client needs.
* We will use the number in effect at time of contracting, and cannot guarantee higher numbers at the time of the event.

**COVID-19 Plans**

* A COVID-19 plan is required from all groups.
* Host is required to provide a complete list of guests with addresses, emails and phone numbers no later than 24 hours prior to the event. This list will be used solely for contact tracing if the need arises. After 60 days, the list will be destroyed.

**Overnight Camps and Housing**

* While we are eager to provide spaces and options to accommodate overnights, our ability to accept new overnight camps is extremely limited. Accommodations will be approved on a case by case basis and subject to availability.
* Space for overnight camps is limited.
* Single rooms are required for all participants unless both participants can show proof of vaccine OR are from the same household.
* The Office of Resident and Commuter Life will determine appropriate housing accommodations for all participants.
* Camp participants that live within a 25-mile radius to Marian University are asked to commute to Marian for camp related activities when possible.

**Expectations**

* Events and group gatherings must follow the [CDC Coronavirus Disease guidelines](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) and Marian University guidelines, policies and procedures.
* A written event plan is required for all camps and conferences.
* All participants will be required to wear face coverings over their nose and mouth in all public/shared indoor areas and outdoor areas where physical distancing cannot be maintained. Participants may remove face coverings when actively consuming food and beverage.
* Host/Client is responsible for providing masks for all guests, or can requests that the university has masks available at an additional cost. Faculty/Staff can request these items in your work order request for set up. External clients can request additional masks through Event Coordinator.
* Groups or the event host are encouraged to distribute name badges and event materials digitally prior to the event.
* Hand sanitizer and cleaning supplies must be readily available at all events. Faculty/Staff must coordinate with campus operations for housekeeping and trash removal needs at least 2 weeks in advance of the event. External Clients will request campus operations staff through the university Event Coordinator.
* Indoor campus events are limited in participation size based on 6 feet physical distancing guidelines and room capacity.
* Host should send a clear message discouraging any guests who have been sick or have COVID-19 symptoms to not attend their event.
* Host should encourage high-risk guests to participate virtually; consider limiting event to staff and guests who live in the local area (e.g., Indianapolis and surrounding counties) to reduce risk of spreading the virus from areas with higher levels of COVID-19.
* Event length should be shortened where possible to avoid prolonged exposure for guests, and must include a designated window of time for food and beverage service.
* The Event host is encouraged to offer call-in/ virtual options for attending the event or meeting in an effort to reduce number of in person attendees and provide an option for high risk attendees. In addition, a virtual option should be in place in case of new COVID-19 outbreak to avoid cancellation.
* For faculty, staff, and clients planning camps/conferences, event plans must be approved by Nikki Jo McCrady at least 30 days prior to the event date.

**Registration**

* Groups or the event host are encouraged to distribute name badges and event materials digitally prior to the event.
* Registration or sign in tables must be set in an area that allows for proper 6 ft physical distancing while guests are in line. Digital check in, prior to event, is preferred.
* The event host is responsible for tracking event attendance should there be a need to contact trace participants for health reasons, and should maintain the list for no less than 60 days after the event. If requested, Marian University will share the event contact list with the Marion County Health Department or the Indiana Department of Health for purposes of contact tracing.
* The Event host is encouraged to offer call-in/ virtual options for attending the event or meeting in an effort to reduce number of in person attendees and provide an option for high risk attendees. In addition, a virtual option should be in place in case of new COVID-19 outbreak to avoid cancellation.

**What are we doing?**

* Hand sanitizing stations have been set throughout the campus.
* Signage reminding guests about social distancing guidelines (remaining 6ft apart) has been placed throughout the campus.
* All venue and catering staff are required to wear masks; in addition, staff will also wear gloves when serving and clearing when necessary.
* All banquet and/or meeting room set ups consider proper 6 ft physical distancing. (i.e. 1 person per 6 ft banquet table, 6 people per 72” banquet round with 6 ft between unrelated parties.
* Event cleaning staff will clean and disinfect restrooms and high touch areas frequently.
* Event staff will work with client(s) to determine best event flow to allow for social distancing guidelines. (i.e. entrance and exit points)

**Food and Beverage Service with Classic Fare Catering**:

While the world may have changed and we have adapted our styles of service, our commitments to catering remain the same. Our standard operating procedures concerning sanitation are being strictly upheld and followed. In addition, we have heightened our protocol on sanitation efforts from guidelines and directives outlined by the Marion County Health Department and the CDC. As the COVID-19 situation continues to unfold, we will have ongoing education with our staff on the preventative measures being continuously updated by the CDC. We appreciate the opportunity to be a part of your special event and encourage you to reach out to discuss ideas and alternatives for your event.

* Food stations and Bars
* Will be set in area that allows for proper 6 ft physical distancing while guests are waiting in line.
* Catering staff and floor markers will manage lines for quicker service and better flow.
* Individually packaged menu items to promote health and food safety at meetings and events is encouraged.
* All food and beverage will be served on disposable service ware.
* Premium disposable service ware is available for an additional charge.
* All food and beverage items must be plated and served by catering/dining staff.
* Stationary displays for hors d'oeuvres, buffets, food and beverage stations will need an attendant.
* Additional charges for attendants will be applied.
* Plated/served meals will be considered by an individual event basis.

*Marian University reserves the right to limit the event or cancel with little to no notice due to changes in the COVID-19 pandemic situation.*

Updated 1/25/2021