

## Event Guidelines

Winthrop University will abide by guidance provided by state executive orders and local health authority relative to group gatherings. In some cases, Winthrop University may be more restrictive than state or local guidance in the interest of protecting the local community. The Office of University Events will provide education, and when appropriate, adjudication for campus entities who do not adhere to legal requirements or Winthrop University policy and guidelines.

### Event specific logistics:

- Utilize public health strategies for entrance, lines, and seating guests
  - Identify, communicate, and mark dedicated entry(s) and exit(s) for attendees
  - Identify and mark dedicated routes within the event for attendees. Utilize floor markers to make sure lines for food and drink stations, bathrooms, etc. are providing social distance examples with 6 feet spacing.
  - Clearly block off rows and seats that are not available for use, if the seats cannot be removed. Post seating diagrams.
- Limit gatherings based on health/state/county phased guidelines
  - All event/gatherings of more than 75 event occupancy at a time in one place are prohibited unless approved by Senior Leadership
  - All event/gathers must adhere to the modified occupancy spreadsheet for all indoor areas
  - Athletic Fields, Youth Sporting Events, and Athletic Camps must abide by the Accelerate SC [Guidelines](#) and other guidelines within this document.
- Wear mask at all events in accordance with the University mask guidelines
- Large-scale events will be curtailed pending Senior Leadership approval
- Establish attendee and seating capacity (including organizers, staffing, and volunteers) that allows for required capacity restrictions and facilitates physical distancing. Please see the modified Occupancy Spreadsheet located on the University Events, Space Request System, and/or Academic Scheduling website.
- Ensure aisles have been increased to provide more space between rows
- Banquet tables must be at least 8ft from each other and have no more than 6 people at each table.
- Informational and welcome tables are restricted to 1 person at each table.
- Stagger tables and chairs as to not have people sit directly behind one another
- Post signage throughout venues discouraging handshaking and encouraging attendees to wash hands and follow distancing guidelines
- Track attendees to provide contacts to health officials should there be a need for contact tracing
  - All external guest must complete an acknowledgement form prior to attending the event

### Catering:

- Contactless service options will be available
- Buffets and bars:
  - will include sneeze guards and barriers
  - Will require an attendant, except boxed and package food items
- Plated meals will require a cover or sealed
- Sodexo may require more event restrictions depending on event needs

### Virtual Event Assistance:

- Please see [Virtual Event Guidelines](#) located on the [University Events webpage](#)

### Risk Assessment:

The purpose of these questions is to assist you with planning a successful event that is safe for you and your attendees and minimize the risk of COVID-19 transmission. If you answer 'no' to any of the questions below, you will need to reconsider the event logistics, in-person vs virtual, or overall event.

1. Can you control the amount of attendees attending the event?
2. Do you have parameters in place to enforce social distancing at your event (i.e.: arrival and departure entry points, food service and other lines, seating, waiting areas, etc.?)
3. Do you have portable barriers in place for your contact areas?
  - a. If no, have you modified your event to be contactless?
4. Have you considered another delivery for paper items like flyers, marketing, agendas, etc.? The goal is to limit contact transmission.
5. Will your event only be open to the Winthrop community (faculty, staff, and students)?
6. Have you factored in your organization, Sodexo, volunteers, and attendees into your total headcount? This is to ensure your event aligns with the modified venue occupancy.
7. Have you established a registration system to gather attendees' names and contact number of those attending your event?

### Sources:

- Center of Disease Control and Prevention
- World Health Organization
- South Carolina Departmental Health and Environmental Control (SCDHEC)
- Accelerate SC Taskforce
- SC Government Executive Orders
- Event Safety Alliance
- International Association of Venue Managers
- Association of College Unions International