

K-State Student Union COVID-19 Event Health Safety Protocols

Due to the COVID-19 health situation, the K-State Student Union has worked with university health and safety officials and in adherence with local, state and federal health agencies implemented a number of protocols to insure the safety of students, staff and guests while visiting or attending events hosted in the Union. All guests, student organizations, university departments and conferences will be expected to adhere to these protocols.

Hours of Operations

7am – 10pm Monday through Friday

Closed Saturday (Exceptions will be home footballs games and special events.)

5 – 10 pm Sunday

The Union will be following the directive that face coverings must be worn by everyone over mouths and noses while on the K-State campus. Exceptions are made while eating or drinking.

Social Distancing

To ensure that social distancing can be maintained, the Union has removed and rearranged furniture in lounge and dining areas to preserve proper social distance. In addition, meeting locations have been evaluated and setups have been reduced and readjusted to provide proper spacing.

Food location service lines will be modified to maintain spacing with floor graphics in place to remind customers of proper distances.

Water fountains will be unavailable at this time and guests are encouraged to bring their own filled bottles.

Meeting spaces are still available and the Union has implemented extra procedures to insure cleaning and sanitation of these spaces. Organizations and departments that wish to host an event in the Union, will be required to review and comply with new protocols that have been put into place.

The Union is encouraging organizations to consider utilizing virtual meetings, or a hybrid of in person and online meetings. The majority of meeting spaces within the Union are setup with technology to conduct online meetings.

Each event will need to appoint a risk coordinator to attend and oversee the event and ensure that health safety requirements are maintained. In addition, the risk coordinator will need to plan and ensure the requirements below are met and provide an Event Information Report. The report will address the questions listed in the second half of this document and report requested information to the Union reservation office at least one week prior to the event. The risk coordinator may act as or appoint another individual to act as the COVID-19 Point of Contact that will be responsible for addressing any COVID-19 concerns raised during the event, including the denial of entry should an attendee not follow stated health/safety protocols or is showing symptoms of COVID-19.

The following protocols will be required to ensure the safety of all participants and other users of the Union.

Planning the event:

- Groups must adhere to university guidelines, including wearing facemasks. Details can be found at k-state.edu/covid-19/operations/reopening/phase-3.
- A pre-event list of instructions should be electronically communicated to attendees prior to event to include event safety requirements.
- The risk coordinator should arrange for sufficient staff or volunteers to properly assist with the event. All staff working to support the event should be informed of and trained on all university event guidance protocols.
- The arrangement of the event space will be set by Union staff and will support six (6) feet social distance.

Required reporting to the Union:

Each event will need to submit an Event Information Report to the Union Director's Office a minimum of seven days prior to the event and answer the following questions.

- Does your event plan on having a speaker?
 - If yes, is the speaker from campus or the Manhattan community? If not, where is the speaker from or traveling from outside of the Manhattan area? Is the speaker from or have recently traveled in heavily impacted areas?
- Are the expected attendees from outside of the Manhattan area? Have attendees come from or traveled through heavily impacted areas?
- How do you plan to control attendance and ensure numbers do not exceed the maximum number of attendees allowed in the event space? (e.g. event by invitation only and not open to public, RSVP required, tickets required, turn guests away when attendance number is met, etc.)
- Will there be health screenings prior to the event? If so, indicate what the screening includes.
- Will there be a participation and health waiver for event to cover illness?
- Submit a crisis plan in the event of an outbreak from your event.
- Do you intend on having food at the event? If so, event coordinators will need to submit a catering and food distribution plan. The distribution of food of any kind must be approved prior to the event. Items that should be considered would be boxed or pre-packaged meals and bottled beverages and use of disposable food utensils and dishes. No self-service food, snacks or drink should be allowed at the event, including items such as pizza. Packaged snacks on participant tables should be placed at each place setting versus scattered on table.

- Does your event typically have attendees in close proximity such as dancing or singing? If so, you will need to submit a plan on how they will avoid or minimize contact and maintain proper distance rules.

Hosting the event:

- Event attendance within the Union and all mass gatherings will be limited based on the guidelines set by state, local and university officials. Current information can be found at k-state.edu/covid-19/return/reopening.
- Use printed disposable name badges and do not allow communal use of pens, pencils or markers at registration or participant tables. Do not use recycled name badge holders.
- An announcement of all event health and safety protocols will be made during welcome and introductory remarks for the event.
- Limit product handouts or giveaways during events or meetings. Avoid use of printed material or consider using mobile event apps for conference agendas, meeting materials and use no touch or low touch registration or ticketing.
- Consider sending giveaway items to attendees' residences or offices versus distributing at event. If giving items away at an event, distribution must be planned to avoid congregation of attendees. Person(s) distributing items must wear face coverings and disposable gloves in handing items to attendees or item should be placed at attendee's seat. **Do not allow attendees to reach into boxes or baskets to collect giveaway items or meeting supplies.**
- The risk coordinator will need to ensure the event setup is not altered and prevent attendees from congregating in larger and closer groups than allowed by university guidance.
- Event speakers or performers will be allowed to remove face coverings when speaking but must maintain six (6) feet distance from attendees or audience.
- Event organizer is to have hand sanitizing supplies available at entrances and exits to the event and throughout event space.