

CAMPUS EVENTS FRAMEWORK



The University will adhere to the orders, proclamations, and regulations of the Governor of Louisiana and the Mayor-President of Lafayette, Louisiana, as well as guidelines from the Centers for Disease Control and Prevention (“CDC”) and the Louisiana Department of Health (“LDH”) regarding institutions of higher education and events and mass gatherings (collectively, the “Public Health Guidance”). This Campus Events Framework (the “Framework”) complies with all such Public Health Guidance and all Event Hosts and event attendees are expected to comply with the same. This Framework is subject to change based on updates made to Public Health Guidance. Additionally, the University reserves the right to adjust any event based on any emergency/disaster action taken by the Louisiana Governor or local authority and/or guidance from the CDC and/or LDH.

The University has made an assessment of the capacity of all event and classroom spaces. Event Hosts will be informed by University Liaisons regarding the capacity limits of the space they wish to utilize as well as the responsibilities outlined in this Framework. University Liaisons may contact Carl Taz Winingar, Office of Facility Management, via e-mail at taz.winingar@louisiana.edu, to obtain capacity limits for campus classroom and event spaces.

The return of events to campus must be a shared responsibility. The Event Host is responsible for ensuring compliance with this Framework and with Public Health Guidance. The University Liaison for each University facility will advise each Event Host requesting to lease the space of the capacity restrictions and this Framework.

The University has invested significant financial resources in sanitizing supplies and masks for use by University staff and students. These resources must be safeguarded to ensure sufficient supplies are available for the University’s academic mission. Expenses related to event cleaning services, sanitation supplies, event monitoring, and other activities directly related to compliance with this Framework and Public Health Guidance shall be passed on to the Event Host to be included in the total event fee.

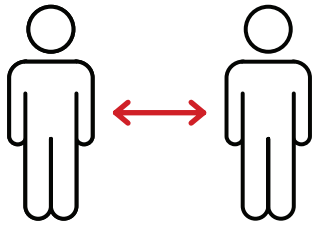


NOT ALL HEROES WEAR CAPES. SOME WEAR MASKS.

BE A HERO

MASKS REQUIRED ON CAMPUS.

Effective: March 31, 2021



KEEP AT LEAST 6 FEET APART

EVENT STAFF DEFINITIONS, ROLES, AND RESPONSIBILITIES:

- **University Liaison** – is the University employee who is responsible to ensure that this Framework and all Public Health Guidance is adhered to (in addition to the Event Host’s own adherence responsibilities). The University Liaison also must identify where responsibility lies for various compliance-related fees and ensure that the Event Host is made aware of this Framework and that the Event Host must share such information with event attendees. The University Liaison represents the University’s interest at all times. The University Liaison has the authority to terminate any event if it is determined that the Event Host, its contractors, and/or event attendees are not complying with capacity restrictions, this Framework, and/or the Public Health Guidance.
- **Event Host** – is the person who reserves the venue for an event. The Event Host may be a University staff or faculty member, student, or an external party. The Event Host shall oversee all aspects of the event and is responsible to ensure that the event space capacity restrictions, this Framework, Fire Marshal requirements, applicable Public Health Guidance, and all other University required safety protocols are adhered to at the event.
- **Staff Monitor** – is a University employee or contractor who is physically present at the event and has the responsibility of ensuring safety compliance for an event on behalf of the University. The Staff Monitor will be the central point of contact for other event staff and Crowd Monitors. The Staff Monitor will be responsible for notifying the Event Host of any issues with compliance with capacity restrictions, this Framework, and/or Public Health Guidance. Should the Event Host and/or the event attendees be noncompliant with this Framework and/or Public Health Guidance, the Staff Monitor shall consult with the University Liaison to determine the best means of rectifying the noncompliance, which shall include, but not be limited to, immediate termination of the event.
- **Crowd Monitor** – is the individual assigned by an Event Host who is responsible for monitoring social distancing and mask wearing at events and informing the Event Host of any issues which need to be addressed. If the Event Host is unable to provide the necessary Crowd Monitors and requests that University provide the Crowd Monitors instead, then the University may provide Crowd Monitors subject to availability and only if such Crowd Monitors are reflected on the facility lease for the Event prior to its execution. If the University agrees to provide Crowd Monitors for the event, then the University Liaison will secure University staff or contractors to fulfill the role(s) of Crowd Monitor

who shall be paid hourly at minimum wage, with such costs being borne by the Event Host. Public Health Guidance requires Crowd Monitors for events to control social distancing. There must be one Crowd Monitor for every 50 attendees anticipated to attend the event. Crowd Monitors must rotate throughout the event venue for the duration of the event. Crowd Monitors shall also report any instances of noncompliance with this Framework and/or the Public Health Guidance to the Staff Monitor. A Crowd Monitor can recommend to the Event Host that the event should be terminated due to a disregard of Fire Marshal requirements, capacity restrictions, this Framework, and/or Public Health Guidance. Crowd Monitors are not responsible for terminating an event or policing safety protocols – only for monitoring and informing the Event Host. Crowd Monitors must be identified to the Staff Monitor prior to the event.

- **Event Workers** – are University employees who have an event-related role. Event Workers must be trained in safety protocols prior to the event and will notify the Staff Monitor of any noncompliance and other health or safety issues.

SAFETY PROTOCOLS:

- Indoor event capacity shall be limited to the least of the following: (i) a maximum of 500 persons, (ii) a maximum of 50% of the established capacity, or (iii) 1 person per 30 square feet of net occupiable floor area for Conferences and Conventions as defined by the State Fire Marshal, or 1 person per 35 square feet of net occupiable floor area for all other events. Indoor fixed seating venues shall be reduced to 50% of normal capacity or 500 seats, whichever is less. Outdoor events shall be limited to no more than 50% capacity, as determined by the State Fire Marshal, where individuals who are not immediate household members are unable to maintain strict social distancing of six feet between others. Capacity restrictions are subject to change based on the Governor's and Mayor-President's guidelines. The Event Host shall monitor attendees entering the event to ensure capacity restrictions are being adhered to.
- Social distancing of 6 feet from other individuals not within the same household must be maintained at all events, indoors or outdoors.
- Masks are required at all events, indoor and outdoor. Event Hosts must provide their own masks for all attendees or have each attendee bring his/her own mask. Attendees without masks must be provided a mask by Event Host or be declined admission to the Event. The University will not provide masks. Crowd Monitors must be trained to identify and accept attendees who fall within the exceptions to mask wearing provided by Public Health Guidance or state or local order.
- For each event, the Event Host shall ensure that the event venue has sanitizing stations containing an adequate amount of sanitizer for attendees (recommended at least one gallon of sanitizer per 50 attendees). The amount of stations/sanitizer must be adjusted to ensure that an appropriate amount is maintained throughout the duration of an event as the number of attendees increases. The Event Host and Crowd Monitors will ensure sanitizing stations are re-filled as deemed necessary. The University will not provide sanitizer.
- Dining and catering guidelines will follow Public Health Guidance and be based on the Sodexo guidelines used on campus. Outside caterers will be required to adhere to Public Health Guidance

and meet the Sodexo guidelines in service delivery. Staff Monitors shall enforce event adherence to Sodexo guidelines. Self-serve buffets and other common food service stations are not allowed in Phase 3. Where possible, the University strongly encourages Event Hosts to utilize Sodexo services.

- The University will communicate verbally and in writing with Event Hosts to ensure that the Event Hosts understand that they are responsible for communicating with their attendees and their contractors regarding the requisite compliance with Fire Marshal requirements, this Framework, University protocols, and Public Health Guidance.
- For all events attended by 50 attendees or greater, a separate individual will be required to fulfill the roles of the Staff Monitor and Crowd Monitor. For all events attended by less than 50 attendees, the Staff Monitor and Crowd Monitor roles may be fulfilled by the same individual.
- For each event venue, the Event Host will post signage upon entry with a wellness message (e.g., “if you are sick, go home”). Event Hosts are responsible for communicating with their attendees that if the attendee has a temperature, has tested positive for COVID-19, or is experiencing sickness, the attendee should not attend the event.



Fever



Cough



Shortness of breath



Sore Throat



Headache

- All Event Workers must complete the Self-Check Wellness Form (HR online form) both before reporting for work on the day of the event and again just before the event starts. Upon submitting the form, the Event Worker will choose to receive an email receipt of his/her responses to the Self-Check. If the Event Worker is cleared to report to his/her work location, the email receipt must be forwarded to the Staff Monitor before the event and the Event Worker may report for duty. All Event Workers are responsible for wearing a mask and practicing social distancing during the event.
- Facilities may host multiple events contemporaneously only if separate egress and restroom facilities are provided for each event and are not shared with other event attendees.
- The use of disc jockeys or music played via a speaker system is allowed. Indoor live entertainment, which includes but is not limited to singing and wind blown instruments, may be permitted under the conditions dictated by Louisiana Open Safely Guidance
<https://opensafely.la.gov/DownloadFile.ashx?ID=88&TBL=tblPubliclinks;>
[https://opensafely.la.gov/DownloadFile.ashx?ID=90&TBL=tblPubliclinks.](https://opensafely.la.gov/DownloadFile.ashx?ID=90&TBL=tblPubliclinks;)
- Singing or performances by event attendees (karaoke or open mic) and dancing in open congregate areas are not allowed in Phase 3.