

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 and University policy. 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 Wininger, Office of Facility Management, via e-mail at taz.wininger@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 Face Coverings 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.

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 interests 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 mandated safety protocols are adhered to at 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 University Liaison, if present, of any noncompliance and other Safety Protocols issues.

SAFETY PROTOCOLS:

- Both indoor and outdoor events are permitted to be held at full capacity. Capacity guidelines are subject to change based on the Public Health Guidance.
- Social distancing at all events, indoors and outdoors, is recommended.



- Face Coverings are recommended at all events, indoors and outdoors, and may be required under certain circumstances as set forth in the University’s Face Covering Policy. The University’s Face Covering Policy can be found at: <https://policies.louisiana.edu/sites/policies/files/Face%20Covering%20Policy%20-%20OpRvw%202021%2012%2010%20-%20FINAL%20->.



- Event Hosts must provide and make Face Coverings available for all attendees. The University will not provide Face Coverings for external events.

- 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 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. 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 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 fever, has tested positive for COVID-19, or is feeling unwell or exhibiting symptoms of illness, the attendee should not attend the event.



Fever



Cough



Shortness of breath



Sore Throat



Headache

- All Event Workers are responsible for completing the COVID-19 Employee Daily Self-Check form (HR online form) when required 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 University Liaison, if present, before the event and the Event Worker may report for duty. Event Workers are responsible for wearing a Face Covering when required and practicing social distancing during all events.