Overview of Charge

The intent of this document is to provide a high-level overview of the operational guidelines for campus programming in effort to properly prepare for and facilitate a Fall 2020 hybrid opening of campus to students, faculty, staff, and visitors. The plan incorporates best-practices in the areas of educational programming; physical distancing; proper cleaning and sanitization of work, learning, spectator, and recreational spaces; and screening of faculty, staff, students and visitors as each relates to the mitigation of risk associated with the transmission of COVID-19. Also included in this document are financial estimates and quantity of supplies, materials, and technology needed, as well as industry-related guidelines in the areas of student life, recreation, and athletics.

For those who may be considering in-person programs/events/activities it is recommended that you conduct some pre-planning to better understand the needs you may have or requirements you may need to fulfill. As a starting point for your planning it is recommended that you utilize the NACA Fall Programming Checklist (attached). This reference guide will help in making determinations about your program/event/activity development.

It is important to note that university entities that may be involved with your planning (custodial, maintenance, public safety, scheduling services, etc.) are in HIGH DEMAND during this time. Organizers should consider program/activity/event planning 2-4 months in advance to ensure their plans can be executed properly.

A virtual or live stream option should accompany any in-person programs/events/activities to include students who may not be able to participate onsite due to health restrictions or capacity limitations.

It is highly recommended that organizers continually evaluate the specific hazards in any space being used along with the Centers for Disease Control and Prevention (CDC), Washington State Department of Health, Washington State Department of Labor & Industries (L&I), and Kittitas County Public Health Department recommendations to determine the most appropriate event planning analysis as it relates to the spread and/or transmission of COVID-19.

Planning Team:

Jeff Rosenberry, Student Involvement (Co-Chair)  Dennis Francois, Athletics (Co-Chair)
Cherie Wilson, Student Union & Activities  Robbi Goninan, Campus Activities
Marissa Howat, Wellness & Health Promotions  Robert Ford, Alumni Association
Michael Middleton, Student Engagement  Michael Montgomery, University Recreation
Amber Hoefer, Leadership & Community Engagement  Ian Miller, Housing & Residence Life
Abby Chien, Diversity & Equity  Lola Gallagher, Communications
Matthew Boyer, University Recreation  Fiona Corner, Housing & Residence Life
Manuel Rodriguez, Game On Program  Mishel Kuch, Westside Student Life
Ricki Towner Publicity  Jeffrey MacMillan, KCWU
John Mounsey, Orientation & Transition Programs  Dean Masuccio, Dining Services

Updated: June 24, 2020
### Assumptions

**Assumptions For Plans (not exhaustive)**

| 1.   | Physical distancing (6 ft.) must be maintained at all times by employees and faculty. If physically not possible, other options should include physical barriers and/or masks |
| 2.   | CWU will purchase reusable masks for students, faculty, employees, and visitors |
| 3.   | Providing an on-campus experience for 1st year students is a priority |
| 4.   | If a job function can be performed effectively from home, that worker will be required to work from home. Any exceptions to this need to be approved by his/her manager. |
| 5.   | A campus-wide tracing team will oversee all tracing at CWU |
| 6.   | CWU will develop a plan/program for socializing healthy behaviors and habits for students. Will include, but is not limited to, trainings, community resources, information sheets, etc. |
| 7.   | CWU will follow state/county guidelines with regards to social distancing expectations for students. |
| 8.   | CWU will follow state/county guidelines with regards to visitor protocols on campus (i.e., signage) |
| 9.   | CWU will purchase and install plexiglass barriers for any/all departments that require it |
| 10.  | Hand sanitizer dispensers will be installed throughout campus. Locations TBD |
| 11.  | Classrooms will not be cleaned by Facilities after each use (Facilities will clean classrooms at a frequency TBD) |
| 12.  | Hand wipes and/or hand sanitizers will be provided in classrooms for faculty and students to wipe down before/after class. |
| 13.  | Bathrooms and common areas will be cleaned by Facilities twice a day |
| 14.  | All depts., programs, etc. at CWU should discourage the use of paper and other materials that are to be shared |
| 15.  | 3,000 students will be living in university res halls and 1,000 students living in university apartments |
| 16.  | Total student enrollment is normal enrollment (approx. 10,000+) |
| 17.  | Occupancy in res halls will be standard/designed occupancy |
# Washington State Phased Reopen Plan Considerations

[https://coronavirus.wa.gov/](https://coronavirus.wa.gov/)

## Washington’s Phased Approach

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Phase 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High-Risk Populations</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Continue to Stay Home, Stay Healthy</td>
<td>Continue to Stay Home, Stay Healthy</td>
<td>Resume public interactions, with physical distancing</td>
</tr>
<tr>
<td><strong>Recreation</strong></td>
<td>Some outdoor recreation (hunting, fishing, golf, boating, hiking)</td>
<td>All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Outdoor group rec, sports activities (5-50 people)&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Gatherings (social, spiritual)</strong></td>
<td>None&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Gather with no more than 5 people outside your household per week&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Allow gatherings with no more than 50 people&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>Only essential travel within proximity of your home</td>
<td>Limited non-essential travel within proximity of your home</td>
<td>Resume non-essential travel</td>
</tr>
<tr>
<td><strong>Business/Employers</strong></td>
<td>Remaining manufacturing&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Restaurants &lt;75% capacity, table size no larger than 10&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Nightclubs&lt;sup&gt;6&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<sup>*</sup> High-risk populations are currently defined by WA as persons 65 years of age and older, people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or asthma, people who are obese (BMI >35 kg/m²), and people with immunocompromise, people who have an underlying condition, people who live in a nursing home, people with COVID-19, people with disabilities, people with chronic kidney disease, people over 65, and people with severe chronic conditions.

<sup>1</sup> Distancing measures must be maintained.

<sup>2</sup> All activities must have <50% capacity.

<sup>3</sup> No restrictions.

<sup>4</sup> Essential businesses open.

<sup>5</sup> Indoor gyms at <50% capacity, movie theaters at <50% capacity, government blanket recommendation to telework remains strongly encouraged, libraries, museums.

<sup>6</sup> All other business activities not yet listed except for nightclubs and events with greater than 50 people.

---

Updated: June 24, 2020
Thinking Ahead to Your FALL PROGRAMMING

The following guiding questions are based on discussions with campus professionals about what to consider when approaching fall programming, especially those programs that traditionally occur during the beginning of the academic year and may be most impacted by social distancing and/or attendance restrictions.

Considerations for In-Person Programming with Social Distancing and/or Attendance Restrictions

**GENERAL**
- What are the latest Centers for Disease Control & Prevention (CDC) recommendations?
- What are the latest recommendations, guidelines, or policies from your state, local authorities, and campus leaders?
- What’s the purpose or learning outcomes of the program?
- Will implementing social distancing measures or attendance restrictions hinder the intended purpose or learning outcomes of the program?
- What is your plan for implementing social distancing measures?
- Do you have plans for reducing the audience by 25%, 50%, and 75%?
- Will you need to expand the program to multiple sessions, spaces, or locations?
- Have you communicated your plans with your entertainers, speakers, performers, etc.?
- How can you incorporate a virtual component to the in-person program? In the event you cannot have the in-person event, are you still able to move forward with that virtual component?

**HEALTH/SAFETY**
- What steps will be taken to ensure the health and safety of attendees?
- Will you need to have any added safety signage, place social distance floor markers, or conduct temperature scans?
- Will you need to implement a specific cleaning/sanitization schedule?
- Do you need to have emergency responders or health services staff on site?
- How will you enforce your health, safety, and attendance guidelines?
- How will you track attendance, including when attendees entered and exited the event?
- Do you have a crisis communications protocol or plan to respond to a potential safety issue and be able to quickly contact attendees?
- Do you have funding to cover any additional costs associated with the health and safety measures?

**FOOD**
- Are you able to provide food to attendees?
- Are there any restrictions or limitations?
- Are attendees able to bring their own food?
- Are there any additional costs associated with your plan for food?
SPACES
- Will you need additional space for your program?
- Will there be any challenges accessing adequate or additional space with any other measures your institution is implementing with class schedules, cleaning schedules, or access restrictions?
- Are there different approaches you need to take at either 25%, 50%, or 75% occupancy?
- Is it possible to implement social distancing measures in the space without negatively affecting your intended outcomes or making the event logistically impractical?
- Would reducing attendance at any of those limits negatively affect your program or make it logistically impractical?
- Do you need to have extra staff present or hire security to execute the program?
- Do you have funding to cover any additional costs associated with the space?

STUDENTS
- How have you prepared your student leaders for success in the new approach to programming?
- How have you prepared your attendees to meet your desired outcomes while having a safe, enjoyable event?
- Will you need to conduct additional training for student leaders or students to execute the program?

Going Virtual Considerations
- Will the purpose or learning outcomes be negatively impacted by going virtual? Do you need to change any outcomes?
- Have you considered how to address any access limitations (like technology or ability)?
- What platform or service will best meet your program needs (Zoom, GoToMeeting, Facebook, Instagram, etc.)?
- Are there any added costs to using that platform or service?
- Are there any additional security measures needed to ensure a safe, successful event?
- Have you searched the NACA 24/7 database to see if there is an associate member who can meet your virtual program needs?

Have you identified what different space occupancies are at 25%, 50%, and 75%?

Are you able to recreate the program or event virtually for all attendees?
Thinking Ahead to Your FALL PROGRAMMING

Considerations for advising student leaders/student organizations’ activities and events

- Have you had conversations with your student leaders about their intent to return to school?
  - Do they have different intentions depending on whether classes are held online, combination, etc.?
- Have you started having conversations that things will be different from last year?
- What will student organization operations/meetings look like? Is there enough publicly available space?
- Do you have a meeting/event approval/registration process? What additional questions will you need to ask?
  - Attendance tracking capability/reporting?
  - Non-student attendees?
  - Will certain high-risk activities not be permitted?
- Do all of your student organizations have access to virtual meeting spaces?
- Will some students be able to attend in-person and others online?
- What precautions need to be put in place for student health/safety for in-person meetings/events?
- How can you share best practices for conducting student meetings online?
- Will student organizations cover additional costs for added health/safety costs/measures?
- What student organization policies/guidelines may need to be changed for the current climate?
- Will there be consequences for not following guidelines/policies?
- What role do student leaders play in determining/rolling out new guidelines?
- How are you training your student organizations to recruit in virtual spaces and in the current climate?
- Who is advising the student organizations? Have faculty/staff been furloughed/laid off?
  - Do you have to change your advisor requirements?
- Do you have “mandatory” trainings for student organizations to maintain their registration/recognitions?
  - How might these need to change?
- Who’s running the financial accounts for students? How are they accessing their funds that may be held by the institution?
Fall Programming Alternatives & Options

While this list is just a start, NACA Connect communities are a great place to continue the conversation on how your colleagues are approaching various fall programs and events.

**Concerts/Large Productions Ideas**
- Are you able to provide a live streaming option?
- Can you have a virtual green room/backstage before or after the show?
- Are you able to assign seating?
- Can you have multiple show times with smaller audiences?
- At NACA Live we debuted a new Coffeeshow format with smaller tables of 3-4 chairs. Are you able to setup your show using this format for social distancing?
- Are you able to do a series of smaller concerts instead of one headline act?
- Can you set up multiple “stages” in multiple spaces where attendees can roam to other performers if one space gets too full?
- Can you use roaming artists that move around to different residence halls or general spaces?

**Athletic/Spirit Events Ideas**
- Can you work with a coach or key players to host a virtual Q&A on your social channel? Can they make a hype video? What about hosting an esports tournament for their sport? Can they host live Q&A on a Twitch channel?
- Are you able to assign seating or use ticketing?
- Are you able to socially distance in the arena, stadium, etc.?
- Can you have multiple programs with smaller audiences?
- Are you able to provide a live streaming option?

**Student Organizations Programming/Fair Ideas**
- Can you work with your student organizations to develop short video messages that can be placed on your website, online student organization platform, or social channels?
- Can student organizations host virtual interest meetings? Are you able to list those meeting times on your website, platform, or social channels? Can you setup a microsite?
- Can you highlight student organizations through Instagram stories or takeovers?
- Are you able to limit the number of organization representatives who are at a table?
- Are you able to host multiple fairs? Can you make specific times for attendees based upon residence hall or academic school?
- Can you spread the fair out into multiple spaces; gymnasiums, arenas, or outside to allow for social distancing?
- Can you use Zoom breakout rooms to move students around to different student organization types/categories/interests?
- Are you able to use multiple rooms or classrooms in a round robin format where student organizations can be grouped by type/category/interest and make short pitches to attendees?

**General Programming Ideas**
- Are you able to host a virtual welcome from the president, dean of students, vice president for student affairs, etc.? Can you do a virtual Q&A with that person?
- Can you host webinars or online lectures to cover mandatory trainings?
- Can you limit the number of in-person attendees to 1-2 guests per student, for parent/family programming?
- Are you able to limit attendees from the general public from attending an event?
- Do you have virtual campus tours or maps that could be used for “where are my classes” types of events?
- Can you move your movie night outside or to a sporting facility?
- Can you work with local stores to create pop-up stores on campus? Can local stores take pre-orders for a specific drop-off date on campus instead of busing students to that store?
- Do you have any partnerships with food delivery services that could do a pre-order event highlighting different restaurants?
- For community service projects, are you able to engage with an organization through online campaigns, letter writing, or supplies drop-offs versus going in-person?
- Can you host a virtual open-mic night, trivia night, or bingo night?
- Are you able to setup a specific Discord server for your campus?
- Are you able to host a virtual job fair where students can sign up in advance for virtual interviews with employers?
- Are you able to work with local faith leaders to stream services?
### CWU COVID-19 Program/Event/Activity Risk Consideration Matrix

<table>
<thead>
<tr>
<th>RISK RATING KEY</th>
<th>Phase 4-LOW (OK TO PROCEED)</th>
<th>Phase 3-MEDIUM</th>
<th>Phase 2-HIGH</th>
<th>Phase 1-EXTREME</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 ACCEPTABLE</td>
<td>Events with less than 50 people</td>
<td>Events with 5 or less people</td>
<td>Events take place virtually</td>
<td></td>
</tr>
<tr>
<td>1 ALARP (as low as reasonably practicable)</td>
<td>Physical Distancing</td>
<td>Physical Distancing</td>
<td>Physical Distancing</td>
<td>No in-person events</td>
</tr>
<tr>
<td>2 GENERALLY UNACCEPTABLE</td>
<td>Face coverings for attendees &amp; staff</td>
<td>Face coverings for attendees &amp; staff</td>
<td>Face coverings for attendees &amp; staff</td>
<td></td>
</tr>
<tr>
<td>3 INTOLERABLE</td>
<td>Capacity Restrictions</td>
<td>Capacity Restrictions</td>
<td>Capacity Restrictions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utilize scanning technologies</td>
<td>Utilize scanning technologies</td>
<td>Utilize scanning technologies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact Tracing</td>
<td>Contact Tracing</td>
<td>Contact Tracing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommended symptom checking</td>
<td>Recommended symptom checking</td>
<td>Recommended symptom checking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional cleaning efforts completed before &amp; after</td>
<td>Additional cleaning efforts completed before &amp; after</td>
<td>Additional cleaning efforts made before &amp; after</td>
<td></td>
</tr>
</tbody>
</table>

### Requirements

- Physical Distancing
- Events and activities permitted without restrictions
- Contact tracing still being completed for engagement data.

### Examples of Event (under each level)

<table>
<thead>
<tr>
<th>Trivia/Open Mics</th>
<th>Gaming Tournaments</th>
<th>Movies</th>
<th>Speakers/Lecturers</th>
<th>Presentations</th>
<th>Club Meetings</th>
<th>Intramurals</th>
<th>Community Engagement</th>
<th>Athletics Events</th>
<th>Community Events</th>
<th>Banquets</th>
<th>Trivia/Open Mics</th>
<th>Gaming Tournaments</th>
<th>Movies</th>
<th>Speakers/Lecturers</th>
<th>Club Meetings</th>
<th>Presentations</th>
<th>Exercise Classes</th>
<th>Athletic Events</th>
<th>Club Board Meetings</th>
<th>Any and all events that can be moved online.</th>
</tr>
</thead>
</table>

Updated: June 24, 2020
Student/Staff/Faculty/Visitor Safety Considerations

- Maintain university assumptions as a starting point for developing programs/events/activities including the requirement that masks must be worn at all times (indoor and outdoor)

- All CWU programming will be required to adhere to the Washington State phased reopening of the state with regard to the number of people permitted at an event.

- It is recommended that, as much as possible, campus programs/events/activities remain limited to CWU students, staff and faculty (understandable exceptions for athletic events). If your event includes members of the off-campus community it is recommended that you provide a virtual option for them to attend. In cases where this is not possible the following recommendations are advised.

- Those feeling sick or have been in close contact with a confirmed positive case should not attend the program/event/activity. If an attendee develops symptoms of acute respiratory illness (difficulty breathing, confusion, etc.), they must leave the program/activity/event immediately and seek medical attention. It is recommended that organizers have university health & safety information available for anyone who may need to seek medical attention.

- University wide contact tracing requirements must be adhered to as part of your program/event/activity.

- It is recommended that organizers screen ALL participants who enter your program/event/activity space (indoor and outdoor). Based on the type of program/event/activity this can be accomplished in a variety of ways, including, but not limited to:
  - Notice at entrance indicating that a person acknowledges they are healthy based on the recommended questions below (highly recommended).
  - Electronic acknowledgement that a person is healthy through a software or card reading system (recommended).
  - Written sign in sheet that a person is healthy (not recommended)

- Recommended health related questions for entrance include, but are not limited to:
  - Have you tested positive for COVID-19?
  - Have you interacted with or provided care to anyone who has tested positive for COVID-19 or awaiting a test result?
  - Are you coming from or traveling to an area that has a high number of COVID-19 cases?
  - Since your last program/event/activity, have you had any of these symptoms?
    - Cough
    - Shortness of breath or difficulty breathing
    - Or at least two of these symptoms
      - Fever
      - Chills
      - Repeated shaking with chills
• Muscle pain
• Headache
• Sore throat
• New loss of taste or smell

If the answer is YES to any of these questions it is advise DO NOT participate in the program/event/activity.

It is recommended that you have university health and safety information available for those participants who answer YES to any of these questions.

Physical Distancing Considerations

All organizers must ensure all attendees maintain a physical distance of at least six feet away from one another while entering, inside, outside and leaving a program/activity/event. Other prevention measures are required such as use of barriers to block sneezes and coughs, ventilation improvements, and proper PPE when physical distancing isn’t feasible. In many cases additional staffing will be required to ensure appropriate physical distancing at your program/activity/event. Recommendations for physical distancing considerations are noted below:

Entering a program/activity/event:
- Contact Public Affairs or the Publicity Center to discuss appropriate physical distancing signage visible by attendees leading to the entrance and at the entrance of a program/activity/event.
- Contact the Building Management of the space you are utilizing for adequate planning of:
  - Maintaining proper ventilation in all indoor event spaces.
  - Proper cleaning of the space before, during and after the event.
    - If an event takes place in the SURC “before, during and after” cleaning will take place in a specific reserved space. If programs/activities/events are proposed outside of the SURC then additional cleaning expectations may be required.
    - It is the responsibility of the planner to request additional cleaning of a space outside of the planned cleaning.
    - In some cases, building management may have cleaning supplies (wipes and hand sanitizers) available for you to utilize prior, during and after your event. In the event that PPE is needed (wipes, sanitizer, masks, gloves, etc.) are needed for your event and they are not provided by building management it is recommended that you contact Central Stores to procure necessary PPE.
    - Note: University custodial services are in high demand during this time. Advance notice and planning should be considered to ensure proper cleaning of the space.
    - Note: It is the responsibility of the organizer to ensure that proper cleaning supplies (wipes, etc.) are available during a program/activity/event to be used at the start and conclusion of space use.
    - Note: Any organizer, facilitator or attendee who will be using University provided cleaning materials must complete a safety training prior to use. In most cases organizers should recommend that attendees bring their own cleaning materials, if desired.
- Make provisions to prevent close contact between workers and others (e.g., coworkers, students, and the public) when transferring items, equipment, or materials. For example, require one-at-a-time access at designated drop-off/pick-up points.
- Utilize stanchions, floor tape, rope, or other barrier means to ensure attendees remain at least six feet apart while waiting to enter or entering a program/activity/event.
- Reduce the number of entrance/check-in and exit/check-out points at your program/activity/event. In most cases, including outdoors, there should be one entrance and one exit.
- Hand sanitizer or hand washing stations should be available at any entrance/check-in and exit/check-out points at your program/activity/event space.
- University wide contact tracing requirements must be adhered to as part of your program/event/activity.
- Designate one or more employee(s) as a "physical distance monitor" - similar to a safety monitor to ensure physical distancing practices are consistently followed.
- It is recommended that all programming in which currency is exchanged, such as ticketing, concessions, and merchandising protocols are developed that limit or eliminate person-to-person contact or the physical exchange of currency.
  - If items must be used for transactions, such as pens for signing something, it is recommended that a clean item is available to each attendee. Once used it should be placed in a “Used” holder of some kind. Used items should be sanitized with a wipe or cleaning materials (following all cleaning guidelines) before it becomes available for another attendee.
- Organizers should research and utilize contactless technologies in the areas of ticketing, concessions, and merchandising as often as possible.
- In instances in which person-to-person contact or the physical exchange of currency is not possible, all employees will have proper PPE to mitigate the risk of COVID-19 transmission, i.e., face shield, physical barrier (plexiglass), and gloves.

During a program/activity/event:
- Consistent with the applicable phase of re-opening, capacity restrictions and seating and/or gathering spaces will be modified to accommodate for capacity restrictions and proper physical distancing within the venue.
- Make provisions to prevent close contact between workers and others (e.g., coworkers, students, and the public) when transferring items, equipment, or materials. For example, require one-at-a-time access at designated drop-off/pick-up points.
- Signage should be visible inside a space enhancing the socialization of physical distancing needs.
- Announcements socializing physical distancing should be promoted throughout the program/activity/space.
- Utilize stanchions, floor tape, rope, or other barrier means to ensure attendees remain at least six feet apart while waiting to enter or entering a program/activity/event.
- Designate one or more employee(s) as a "physical distance monitor" - similar to a safety monitor to ensure physical distancing practices are consistently followed.
- Those feeling sick or have been in close contact with a confirmed positive case should not attend the program/event/activity. If an attendee develops symptoms of acute respiratory illness (difficulty breathing, confusion, etc.), they must leave the program/activity/event.
immediately and seek medical attention. It is recommended that organizers have university health & safety information available for anyone who may need to seek medical attention.

After a program/activity/event:
- Organizers should store and maintain the records of all attendees for public health use, should the need arise.
- Organizers should follow the protocol established and agreed upon with building management on how to exit the space safely after an event is over.
  - This may include wiping down surfaces, closing and locking the space behind you, etc.
- Organizers should report any concerns or issues to their supervisors (if CWU employee) or the Office of Student Involvement (if CWU student).

Key challenges, risks and dependencies
- The biggest challenge will be the changes to engagement and communicating the expectations to students who want to attend events but are unable or the changes being so drastic that they cannot.
- Challenges in providing in-person opportunities for as many students as possible with phase 3 restrictions in place (no more than 50 people).
- One challenge is to rethink how our large/longstanding events will take place with physical distancing requirements.
- Those attending who may be infected, but asymptomatic.
- Staffing concerns: A) with the number of staffing increasing based on these guidelines. How comfortable are staff members feeling in approaching situations? B) impact of staff reductions with the capabilities necessary to proceed with certain plans and events
- Programming over/around one another as the cleaning requirements have changed. Special cleaning will be imperative in between programs/activities/events.
- Organizers should pay close attention to the risks involved with giveaways and food at events. In the case of food CWU Dining Services should be contacted to understand current guidelines. If any giveaways or food are distributed at an event it is highly recommended that proper PPE is considered.
- For CWU Centers, ongoing communication with partner institutions are imperative to ensure proper guidelines are being followed. In all cases for Center programing, deferment of protocols is to the host institution.
- One of the biggest dependencies is related to staffing of programs/activities/events. Consideration should be given in understanding the full capacity of staffing needs with increased health and safety expectations.
Addressing Vulnerable Populations

According to the CDC, there are numerous populations who are more susceptible of becoming infected and at high-risk of becoming severely ill and dying from COVID-19. These populations are as follows:

- People 65 years of age and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

In addition to the CDC data regarding vulnerable populations, serious consideration should also be given to vulnerable populations as they correlate to the following: undocumented students, students of color, uninsured or underinsured, non-traditional, DACA, and homeless. In the central Washington region it is important for organizers to consider that socio-economic status severely impacts the African American, Native American and Latinx communities.

Defining vulnerable populations for programs should be considered within the context of social factors, such as race, in addition to those at higher risk from a medical perspective. This includes people facing (increased) stigma and may include persons of Asian descent/perceived Asian descent, people who have traveled, international students, emergency responders and healthcare professionals.

Racist and xenophobic acts directed toward Asian/Asian Americans/those perceived to be Asian continues to increase (dubbed “coronavirus racism”) and value judgements are disproportionately made with reductive consequences for Black, Indigenous and other people of color who engage in public actions to protest ongoing violence and inequality. Further, financial insecurity will continue to impact engagement as income opportunities are currently limited. Looking into the Fall, anticipation of an election year will likely expose more vulnerable populations.

In response, the Events/Activities/Programs on campus should consider:

- Continuing CWU’s existing model of offering no-cost or low-cost engagement opportunities for attendees.
- Carefully considering how event dates intersect with faith-based observances.
- Utilizing events/activities/programs to quickly communicate the risk or lack of risk associated with products, people and places.
- Maintaining privacy and confidentiality measures for those concerned about being targets or who are actively being targeted. The Bias Response Team is positioned to track this information and offer support through the existing structure of submitting a “Bias Related Incident” through Guardian software, whether about themselves or other members of the community.
- Ensuring advertising for events/activities/programs does not reinforce harmful stereotypes or send unintentional messaging about certain groups or behaviors.
- Training employees to speak out against negative behaviors or statements about groups of people and the exclusion of people who pose no risk from participating in regular activities.
  o At minimum, event organizers must be able to appropriately refer participants to resources to report bias, targeting or support.
  o Actively engage in discussing topics of privilege and oppression (i.e. racism, xenophobia, food insecurity) with event organizers so that they can anticipate reactions, create more inclusive frameworks and support those who may be impacted. Emphasize that CWU’s shared community values like community, equity, and belonging are personal responsibilities for individuals and collective responsibilities for units; model the values.
- Preparing for protests on campus that may occur separately, simultaneously, in response to or in defense of planned events/activities/programs; creating action plans to inform event organizers and event staff of the rights and risks.

Additional resources provided below at the recommendation of Diversity and Equity Center Director Abby Chien.


When Xenophobia Spreads Like a Virus - a primer on the experiences of racism and xenophobia from everyday people: https://www.npr.org/2020/03/02/811363404/when-xenophobia-spreads-like-a-virus?fbclid=IwAR2xg1LaCvVQwAxBVgn4QWGIO7QVlERyNDa6kTRnXqFYUYyScVG5hk

CWU’s Anti-Racist Reading List
https://libguides.lib.cwu.edu/c.php?g=1045218&p=7583572&fbclid=IwAR1V3BtHvcvd7VS2jiG-3fxuzHv1n9nLsTQcK-JnGpztBn5ffJy7I4ghqo

Iowa State’s Library Guide - resources & intent/impact statements:
https://instr.iastate.libguides.com/c.php?g=799527&p=7267352


Teaching Tolerance Guide “Let’s Talk: Discussing Race, Racism and Other Difficult Topics with Students”
Mid-Quarter contingency

A decision regarding suspending all in-person activities would be made by the President and the directive issued campus wide. At the time of notification all currently schedule in-person events would be contacted and encouraged to move to a virtual format or canceled, allowing the event to remain on the campus calendar.

References and industry guidelines

National Association of Campus Activities Pre-Programming Consideration Checklist
- Attached

CDC Monitoring and Preparing Recommendations

ACHA Guidelines Considerations for Reopening Institutions of Higher Education in the COVID-19 Era

NCAA – Sport Science Institute – Core principles of Resocialization of Collegiate Sports

NCAA – Sport Science Institute – Core principles of Resocialization of Collegiate Sports – FAQs

NIRSA Opening Recommendations
- https://nirsa.net/nirsa/portfolio-items/reopening-considerations/

Technology, materials and supplies

Livestream is listed as one of the considerations for event programmers in this document, and as an assumption within the NACA document. SURC Event Services and KCWU are working collaboratively to identify potential scalable livestream options. This would enhance the overall student experience, help mitigate some of the safety issues with overcrowding, and increase accessibility to events for all students in the short and long term.

Necessary cleaning, sanitizing and PPE supplies can be procured from Central Stores as needed.
## Event Planning & Safety Resources

### NACA Event Safety Checklist

<table>
<thead>
<tr>
<th>Allowable Events</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Phase 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informational Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc/Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Scale/Traditional Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events open to non-students/general public</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Supplies

| PPE: Masks                                             |         |         |         |         |
| PPE: Gloves                                           |         |         |         |         |
| Hand sanitizer                                        |         |         |         |         |
| Sanitizing wipes                                      |         |         |         |         |
| UV Sanitation equipment                               |         |         |         |         |
| Directional signage                                   |         |         |         |         |
| Tape/Tensa Barriers for space parameters/lanes/crowd control |         |         |         |         |
| Temperature Scanner                                   |         |         |         |         |
| ID Scanning Equipment                                 |         |         |         |         |

### Event Procedures

<p>| Appropriate room sets &amp; physical distancing requirements identified |         |         |         |         |
| Masks are required                                                 |         |         |         |         |
| Provide masks to attendees                                         |         |         |         |         |
| Provide masks &amp; gloves to anyone working events                    |         |         |         |         |
| Set up separate entrance &amp; exit doors                             |         |         |         |         |
| Take attendee temperature at entrance                              |         |         |         |         |
| Release audience from the rows closest to the exit first, then row by row to minimize contact |         |         |         |         |
| Create one way aisles/hallway lanes                               |         |         |         |         |
| Create contained space areas backstage &amp; on stage for acts/people |         |         |         |         |
| Clean musical/tech gear in between acts/speakers                   |         |         |         |         |
| Clean rooms/equipment between sessions                            |         |         |         |         |
| Minimize contact with ticket entry/credential pick-up              |         |         |         |         |
| Clean equipment/tech surfaces between use                          |         |         |         |         |
| Food permitted                                                     |         |         |         |         |
| Use disposable food service with no attendee service on buffets    |         |         |         |         |
| Add crowd control security to enforce physical distancing requirements |         |         |         |         |
| Add language to ticket confirmation/website to include procedures/liability release |         |         |         |         |
| Communicate safety plan(expectations to attendees in advance       |         |         |         |         |
| Implement participant tracking                                     |         |         |         |         |
| Submit participant tracking information                            |         |         |         |         |</p>
<table>
<thead>
<tr>
<th>Accessibility</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Phase 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL Interpreters, closed captioning, screen readers, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessible Entrance/Exits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hybrid/Virtual programming</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Plans (for submission/review)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant Tracking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Hygiene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room/Event Sets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Distancing Efforts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training &amp; Accountability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event staff/Pre-Event Onboarding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal Scripts/Attendee Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned Event Staff Responsibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountability &amp; Enforcement of capacity/physical event attendance/procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education on importance of safety precautions for on-campus events for attendees and organizers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine space mandates between people as well as maximum number of people in a room/building</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendee liability release form</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should we take attendees’ temperature at entrances?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do we need to consider contact tracing procedures?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should we include PPE requirements in our code of conduct?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can we require attendees to wear face masks?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do we need to develop written policy for attendees that do not follow safety procedures?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who supplies equipment—University or event organizer?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do in-person events need to have a virtual component?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available Tech</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streaming Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projection Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic signage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you’d like this checklist as an editable Google document, it can be found here: https://docs.google.com/spreadsheets/d/15WEfyN9f1DMSLssyATdOFMA0WrKYr_sAqdUOiILTEE/edit#gid=215021921
### SAMPLE EVENT FORM

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Location</th>
<th>Event Time</th>
<th>Organizing Group</th>
<th>Primary Student Contact</th>
<th>Description in Detail of Event</th>
<th>Anticipated Attendance Number</th>
<th>Event Start Time (including set-up time)</th>
<th>Event End Time (including clean-up time)</th>
<th>Will there be food provided?</th>
<th>Who is the providing the food?</th>
</tr>
</thead>
</table>

### ROOM SET
- Theatre
- Tables
- SRO
- Other

### CAPACITY
- 100% Virtual
- Hybrid
- In-person with Social Distancing
- In-person without Social Distancing

### EVENT STAFF
- Security/Support Staff
- Participant Tracking

### SIGNAGE/MESSAGING
- Floor Stickers
- Posters
- Exit & Entrance Signage
- Health Signage

### EVENT TYPE
- Meeting
- Social Program
- Lecture
- Informational Event
- Live Performance
- Movie
- Misc/Other
- Large Scale/Traditional Event
- Dinner

### INTENDED AUDIENCE
- Student
- Faculty
- Staff
- All Campus
- Students & Families
- Alumni
- Local Community
- Students from other campuses
- General Public

### TECHNOLOGY RESOURCES
- Projection Screens & Projectors
- Streaming Cameras
- Audio Systems
- Streaming Services
More Event Planning Resources

Go Live Together
https://www.golivetogther.com/safety
Comprehensive web listing of resources

Back To Work Safely
https://www.backtoworksafely.org/
Comprehensive web listing of resources

PSAV
https://www.psva.com/what-we-do/industry-advocacy/meetsafe
Sample room diagrams & other set up info

All Seated
https://www.allseated.com/
Physical Distancing Room Sets

Interactive Risk Assessment Form
https://scstudentactivitiesandorgs.wufoo.com/forms/megh0ig17zfa7t/
Risk Assessment Form

Simpson College
https://padlet.com/Simpsonstudentactivities/k4pqvrh4aawhswkl
Event Planning Guidelines & Resources

Looking for more COVID-19 planning resources?
Check out the “COVID-19 Planning Resources” featured category in NACA Encore (the resources are also highlighted in green).

NACA
naca.org

facebook.com/thenaca
twitter.com/thenaca
instagram.com/thenaca