The chat feature has been turned off for everyone.

Please use the Q&A function at the bottom to ask questions.

The end of the presentation will cover the new Student Event & Activity Registration Form. If you advise students & student groups, please stick around to the end!
AGENDA

Planning Considerations for Any Type of Event → Indoor Events → Outdoor Events → Events with Food

Events Specific to Clubs/Organizations → Performance-based Events → Large-Scale Events → Student Event & Activity Registration Form Instructions & Club/Org Advisor Info
• 22-person planning team from student life, alumni engagement, TLT, and academic departments around campus and Rochester

• Consulted event and activity plans from other colleges & universities around the country

• CDC, MDH, and MN DEED guidelines

• As we know, things are still evolving and could change on a dime depending on the virus transmission on campus!

• The plan is published on the COVID-19 website at: 
  https://www.winona.edu/emergency/campus-events.asp
  • Also linked on the Student Union, Student Activities & Leadership, and Student Senate websites.
<table>
<thead>
<tr>
<th>Considerations for all Types of Events &amp; Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Space:</strong> Will participants be able to physically distance from one another at your event?</td>
</tr>
<tr>
<td><strong>Time:</strong> How long will the event take place? Exposure and risk increase with time.</td>
</tr>
<tr>
<td><strong>People:</strong> How many people will be allowed to attend and what will be done to mitigate potential risks? Will participants need to enter/exit at specific times or in waves?</td>
</tr>
<tr>
<td><strong>Place:</strong> Is the event inside, outside, or online? Inside venues increase risk of infection and decrease the number of people that can attend.</td>
</tr>
</tbody>
</table>

**From Dr. William Miller, The Ohio State University**
The event type may influence the likelihood of disease spread.

Questions to ask to determine potential risk factors:
1. Can you **predict the behavior** of the participants at the event?
2. Will you be able to **provide direction** to your event participants?
3. Will you be able to **control participants**, if need be, at your event?

**If you are unsure or answer no to any of these questions, you should plan your event/activity outdoors or virtually.**
REQUIREMENTS FOR ALL EVENTS/ACTIVITIES

• Space must allow for a minimum of 6-feet physical distancing with how your space is set up.
  • Maximum capacity is 25% of venue up to 250 people
  • EMS facility reservation system already has the maximum capacities outlined
  • Largest campus venues: **McCown Gym** (250 people), **Somsen Auditorium** (135 people), **East Room** (125 people)

• Masks/face coverings are **required** for all participants/attendees per the campus mask policy (some exceptions given). Event planners must have extra masks on hand.

• Encourage sanitize in—sanitize out using sanitizer that is in buildings already and/or having some on hand in your space.
REQUIREMENTS: ATTENDANCE & PARTICIPATION TRACKING

Recommended to keep **electronic** records of participants in case contact tracing is necessary by MDH or WSU Health Services

Contact TLT for assistance if you would like to use WSU Connect app resources (QR codes, ID scanners/Ipads) as a method of tracking attendance for events
### Requirements: COVID Safety Plans

What steps are you taking to ensure the health and safety of all participants in attendance? Describe event/activity.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masks/PPE required</td>
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<td>Please describe</td>
</tr>
<tr>
<td>Physical distancing efforts</td>
<td>Please describe</td>
</tr>
<tr>
<td>Cannot comply with any of the</td>
<td>Please describe</td>
</tr>
</tbody>
</table>

- **Student events/activities** must have an approved Student Event & Activity Registration Form completed in WarriorSpace prior to making facility reservations. This form includes a [COVID Safety & Health Considerations Plan](#) so we know they have thought ahead.

- More to come at the end of the presentation for club/organization advisors.

- **Employee-planned events/activities** must complete COVID Safety & Health Consideration plans in the EMS system as a part of the reservation process.
OTHER REQUIREMENTS TO CONSIDER

Determine if additional support is needed to help maintain physical distancing and mask requirements. Kryzsko Commons will have staff who will check in, but other spaces will not.

Approved large-scale events that will serve 100+ people, a WSU employee (trained student employee or faculty/staff employee) MUST be present to ensure compliance.

Consider earlier start/check-in times to avoid congestion

If performers, speakers or other guests are invited, they must be informed of all campus guidelines and requirements.
Occupancy/participation capacities are limited to 25% capacity of venue **up to 250 people** (maintaining 6 feet physical distancing).

Furniture **MUST NOT** be moved from its original set-up location that has been pre-determined by the Facilities staff.

Separate entrances/exits should be used when feasible.

Events with materials for participants should be placed on tables for them to grab—do not hand it to them to avoid as much contact as possible.

Appropriate safety precaution event signage can be requested from MarComm.
Event planners should plan to sanitize the space with provided supplies at the conclusion of the event. Extra supplies can be requested from Facilities via a work order.

Follow WSU guidance on public participation in events.
- Limited to Admissions visits and invited guest speakers/performers with university approval.

Contact TLT for assistance (if needed) at least one week prior to your event if you are planning to use any form of virtual participation.
OUTDOOR EVENTS & ACTIVITIES

You must still provide for 6 feet of physical distancing in an outdoor event.

Masks must be worn at all times.

Provide for accommodations for those who have accessibility needs (i.e., wheelchairs that need to navigate through the grass).

If your event will be spread out (especially throughout the courtyard), consider some form of communication method with participants if necessary.

Consider if virtual participation is feasible for those who cannot attend in person.

Additional staffing should be accounted for to ensure compliance with requirements. (Best Practice: 1 staff per 10 participants).
When possible, create a separate entrance/exit areas to keep track of participant numbers and foot traffic flowing in one direction.

Practice sanitize in—sanitize out for all tables, equipment and gathering areas. You can request sanitizing supplies from WSU Facilities via a work order.

Events/activities with materials to be handed out should be placed on tables for participants to grab to keep it as contactless as possible.

Four tents will be available for reservations in the EMS reservation system through October:

- **TENT 1 (PAC area):** capacity 40
- **TENT 2 (Gazebo area):** capacity 40
- **TENT 3 (Kryzsko-Sheehan parking lot):** 55 inside/35 outside (reserved mainly as additional eating areas)
- **TENT 4 (East of Library):** capacity 75
Masks will be required at all events and activities serving food unless actively eating or drinking. Physical distance of 6 feet must be maintained while a participant’s mask is off to eat or drink.

The area for food must follow physical distancing and COVID precautions including maintaining 6ft of distance, a controlled flow of queues, and appropriately cleaned surfaces.

2 types of food service is permitted at this time:

- **Commercially prepared and pre-packaged food.** This would include any food items in individual serving sizes which are bagged, boxed, wrapped, or sealed.

- **Served or plated food through a professionally licensed caterer.** Licensed caterers (including Chartwells) must use trained servers and take necessary COVID precautions while serving food.
EVENTS & ACTIVITIES INVOLVING FOOD

RESTRICTIONS UNTIL FURTHER NOTICE:

- No self-service buffet style food service will be allowed (ex. pizza parties).
- All potlucks are suspended for any student, staff, or campus gatherings.
- All food sales (i.e. bake sales, fundraisers) are only permitted to sell commercially prepared and pre-packaged items. **No items made at home or in a non-commercial kitchen will be permitted.**
- Access to Chartwell’s kitchen will be strictly limited to Chartwells staff only. Student clubs or staff will not be allowed access to Chartwell’s kitchen for food preparation.
Students must file a Student Event & Activity Registration Form to seek approval for any and all events and activities they want to host virtually (especially if it is hybrid), on campus, and off campus.

**Off Campus Events/Activities**

- All travel must follow the guidelines and restrictions set by WSU and Minnesota State.
- All groups approved to hold events and activities off campus are expected to abide by the COVID-19 safety policies and procedures provided by the venue they are using.
- Charter bus trips planned by clubs/organizations to events such as sporting events, theatre/music performances, museums, etc. are not permitted until further notice.
- If the event or activity is outside the City of Winona and travel is approved on the **Student Event and Activity Registration Form** and the **Student Travel Request Form**, the event organizer must research the COVID safety policies of the location they are traveling to (i.e., required mask policy, restrictions, etc.).
Food & Item Sales & Fundraisers

- All sales and fundraisers must be approved via the Student Event and Activity Registration Form.
- All food sales (i.e. bake sales, fundraisers) are only permitted to sell commercially prepared and pre-packaged items. No items made at home or in a non-commercial kitchen will be permitted.
- Food, item sales and fundraisers done via tabling on campus (indoors or outdoors) can be conducted, but students working at the table must wear a mask and maintain physical distance from each other and people stopping by.
- Fundraising items to be handed out should be placed on the table for participants to grab to keep it as contactless as possible. Proper sanitary precautions must be taken including having hand sanitizer available.
- Selling pre-packaged items and virtual fundraisers (i.e., crowdsourcing, kickstarters, etc.) are highly preferred.
EVENTS/ACTIVITIES SPECIFIC TO CLUBS & ORGANIZATIONS

Tabling Guidelines

Kryzsko Commons Lower Hyphen (when available)

• Only 1 person per table. Plexiglass shields may be put up around the table to protect everyone involved.
• The person running the table must always stay behind the table (and plexiglass if provided) to maintain physical distancing.

Gazebo or Courtyard

• Two people are allowed per table as the tables provided are 6 feet long.
• These two people must sit/stand along the short edges of the table and must be 3 feet from the back edge of the table to maintain proper physical distancing from people stopping by.
Service Learning & Community Service

- All clubs/organizations hoping to volunteer should coordinate their efforts through Kendra Weber, Director of Student & Community Engagement, to plan and execute volunteer efforts.

- Clubs/organizations will need to file a Student Event and Activity Registration Form and gain approval before volunteering.

- In working with agencies, all protective measures imposed by both WSU and the partner agency must be followed while volunteering. Students should be ready to wear a mask and/or face shield, use hand sanitizer, sanitize flat surfaces and commonly handled materials, and maintain physical distance of 6ft.

Intramurals & Sports Clubs

- A separate and more comprehensive plan has been developed by Kate Noelke and Mark Bambenek for these types of activities.
Projected voices and forced breath present an increased risk for communicable spread. Common guidance suggests staying at least 12 feet apart while participating in singing, playing forced air instruments, and projecting your voice during other performances such as theatre and/or dance.

Group singing or chanting should be reconsidered due to the inherent danger of viral super-spreading involved in these activities.

Reduce contact between individuals as much as possible. The more physical contact that occurs between people, the greater risk there is in spreading illness.

Group sharing of materials is strongly discouraged.

Guest artists and performing groups should be reconsidered.

Moving indoor events outside is strongly preferred when possible.
A large-scale traditional event is one that would typically serve at least 100 participants.

Approved large-scale traditional events must follow guidelines for indoor and outdoor events and public participation.

If an event organizer cannot respond YES to all these questions with a clear plan, they should plan to hold their event/activity virtually when feasible.

- Can you predict the behavior of the participants at the event?
- Will you be able to provide direction to your event participants?
- Will you be able to control participants, if need be, at your event?

Depending on the nature of a large-scale traditional event, a separate COVID safety plan may need to be developed for consideration for approval.
EMS RESERVATION SYSTEM WAS UPDATED!

- Easiest way to navigate:

  - Log in with your STAR ID & Password
EMS RESERVATION SYSTEM WAS UPDATED!

- There are now several templates depending on what space you want to reserve.
- Scroll down to the bottom for the Rochester Broadway building and WSU West Campus facilities
EMS Reservation System Was Updated!

- Each space already has the max COVID capacity listed, so there is no guess work needed!

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSU_KC_Kryzsko Comm...</td>
<td>40</td>
</tr>
<tr>
<td>100 Student Activ...</td>
<td>30</td>
</tr>
<tr>
<td>149A Zane's Stage</td>
<td>4</td>
</tr>
<tr>
<td>176 Conference R...</td>
<td>4</td>
</tr>
<tr>
<td>223 Oak Room E</td>
<td>6</td>
</tr>
<tr>
<td>229 River Room</td>
<td>4</td>
</tr>
<tr>
<td>252 Conference R...</td>
<td>6</td>
</tr>
<tr>
<td>255 Baldwin Lounge</td>
<td>70</td>
</tr>
<tr>
<td>G100 Conference R...</td>
<td>6</td>
</tr>
<tr>
<td>222 East Room</td>
<td>125</td>
</tr>
</tbody>
</table>
STUDENT ACTIVITY & EVENT REGISTRATION FORM

- Student Event & Activity Registration Form is found on WarriorSpace and must be completed by clubs/organizations or other student groups (i.e., Resident Assistants who want to hold events outside the residence halls, new club trying to form, etc.) and must be completed & approved for any student events/activities that will be virtual, on campus, or off campus.
STUDENT ACTIVITY & EVENT REGISTRATION FORM

**TYPES OF EVENTS/ACTIVITIES THAT MUST HAVE APPROVAL:**

- Competition or game
- Conference, workshop, or other educational opportunity
- Fundraiser
- Meeting
- Practice
- Retreat or membership development
- Service learning or community service
- Special event: speaker, lecture, performer, etc.
- Special event: dinner or banquet, celebration, cultural event, etc.
- Special event: major campus event (i.e., Kryzsko After Dark, Relay for Life, etc.)
- Social gathering or activity
PROCESS FOR COMPLETION:

1. Student completes the Student Event & Activity Registration Form that includes a safety plan for how to keep their participants safe.

2. The form goes to the club/organization advisor (or other responsible WSU employee that is assisting them if not a club/org) for review and approval.
   ▪ Advisors have the ability to approve, deny, or request changes to resubmit.

3. Once approved by the advisor, it will go to a final approver on campus for one more review and approval.
   ▪ Kate Noelke: Sports Clubs
   ▪ Trent Dernbach: Anything in Rochester
   ▪ Lindsay Marosi-Kramer: Greek Life
   ▪ Tracy Rahim: All other groups/requests

4. Upon final approval (or if denied), you and the student will receive an email with further information.

**THIS WHOLE PROCESS CAN TAKE UP TO 2 WEEKS IF OUTSIDE CONSULTATION IS NEEDED, SO STUDENTS MUST PLAN AHEAD.**
▪ Students are not able to make on-campus facility reservations through the EMS System without having prior approval for their event/activity. This is monitored by the facility schedulers around campus.

▪ Students are not able to request funds from Student Senate until their event/activity is approved (but they can still request funds if their request is not for an event/activity).

▪ In order to abide by the LAY LOW campaign to encourage minimal activity, clubs/organizations should only be requesting to hold meetings until Sept. 8. Very few exceptions will be made for other events/activities.

▪ For clubs/organizations, only officers/leaders of the club can fill the form out.
FORM INSTRUCTIONS

CLUB/ORGANIZATION/GROUP INFORMATION

- Pre-loaded for all clubs/organizations they are an officer/leader for in the Club Directory including advisor information.
- For any other student group that is not in the Club Directory, they should fill it out the GROUP NAME and the responsible WSU employee who is assisting you (MANDATORY).
EVENT INFORMATION TIPS

- **NAME OF EVENT/ACTIVITY:** Make sure it is identical to what they title it in their on-campus reservation through the EMS system so the schedulers can match it with the final approval.

- **VIRTUAL EVENTS:** They must complete this form even if their event is completely online so TLT knows if they need assistance in setting up the event.
ON-CAMPUS EVENTS: They will list your TOP 3 choices of where they would like to hold their event so the advisor & final approver can see that their desired space would meet their needs.

NOTE: This DOES NOT make a facility reservation in the online EMS system. Upon final approval, they will then go into EMS to make your actual reservation.

Remember that food must be pre-packaged and commercially prepared. No pizza parties, potlucks, etc!
▪ **OFF-CAMPUS EVENTS:** No one is allowed to travel outside of a 30-minute radius of Winona (i.e., La Crosse) due to the travel suspension in place.
  ▪ If they are renting a facility or there is an agreement that must be signed for them to use the space, they must see Laura Mann in the Business Office as she completes those agreements. **DO NOT SIGN THEM YOURSELF!!**
  ▪ If they are approved to travel on this form, they MUST still complete the Student Travel Request form in WarriorSpace. This form IS NOT a substitute for the travel request form.
  ▪ If anyone is travelling and planning to use a Motor Pool vehicle:
    ▪ Vans or other vehicles with 3 rows/benches: Limited to 2 people
    ▪ Cars or other vehicles with 2 rows/benches: Limited to 1 person
    ▪ Masks are still required in vehicles unless travelling by yourself. If you are taking a personal vehicle and seeking reimbursement, you still need to follow physical distancing and mask requirements.
  ▪ **You are expected to abide by university COVID requirements as well as the venue/location requirements to keep everyone safe.**
What steps are you taking to ensure the health and safety of all participants in attendance? Describe event/activity.

<table>
<thead>
<tr>
<th>Masks/PPE required</th>
<th>Please describe</th>
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</thead>
<tbody>
<tr>
<td>Staff/volunteer coverage to ensure compliance at your event</td>
<td>Please describe</td>
</tr>
<tr>
<td>Participant registration/tracking so you can know who was in attendance at your event</td>
<td>Please describe</td>
</tr>
<tr>
<td>Personal hygiene (hand sanitizing stations, etc.)</td>
<td>Please describe</td>
</tr>
<tr>
<td>Physical distancing efforts (how to ensure physical distancing is maintained through the duration of the event/activity)</td>
<td>Please describe</td>
</tr>
<tr>
<td>If you cannot comply with any of the above items, describe why</td>
<td>Please describe</td>
</tr>
</tbody>
</table>

**SAFETY & HEALTH CONSIDERATIONS PLAN:**
This portion is crucial so that we know they have thought about how to keep participants safe and healthy. Be as thorough as possible. The information they provide is what is expected all participants will abide by. Make sure they understand university requirements (and other venue requirements) before completing.

- If the event/activity is off-campus or they are doing service learning or community service, there will be additional questions they will need to respond to.
Other advisor guidance & requirements:

- We need you to have more contact with your clubs/organizations and student leaders
  - *Now more than ever, we need advisors who will be more hands-on to guide their groups to be successful under these conditions!*
- If they are planning in-person events or activities, **we need you to be in attendance** to ensure that safety guidelines and requirements are being followed.
- **If they are planning an event for a larger audience,** you **MUST** be in attendance.
  - For meetings, please attend the first ones to discuss the expectations, guidelines and compliance. If you don’t normally attend them, please pop in occasionally and/or ask that you can participate virtually.
Thank you for attending!

Please contact Tracy Rahim at trahim@winona.edu

if additional questions come up!