

# Campus Meetings and Events Guidelines

## 2020-2021

Meetings and events play a key role in creating a welcoming, vibrant campus community. When we refer to meetings and events, we are including activities like speakers, performances, community service activities, fundraisers, social gatherings, and conferences. Given COVID-19 concerns, this document is intended to provide general guidance to faculty, staff and students on planning meetings and events and some specific instructions (especially for student organizations). At Knox, we value togetherness, but successful events across campus this year require special care and consideration.

All in-person and remote student organization events, with the exception of regular meetings (which must also follow all COVID-related policies), must be registered with the Campus Life Office. ***In addition, all in-person event registrations must include a formal safety plan that outlines how the event organizers will ensure compliance with the College's COVID protocols.*** Ordinarily, registration must happen at least five full business days prior to the event (keep in mind that the Campus Life Office is open Mon-Fri, 8:00am-4:30pm). ***Given the new environment, we strongly suggest you register all in-person meetings and events at least two weeks in advance when possible so that there is time to work through all COVID-related restrictions and guidelines.***

While meetings and events planned by faculty and staff do not need to be formally registered, we ask that you follow the guidelines below in support of a safe and healthy campus community.

### **General questions to keep in mind when planning meetings or events:**

- How will we ensure all participants follow College Health and Wellness Policies, especially related to masks and physical distancing?
- Could this meeting or event be held remotely?
- If it is in-person, what spaces can accommodate the size of our group while maintaining physical distancing?
- How will we know how many people plan to attend?
- Could it be held outside?
- How will we include students, faculty and staff who are learning or working remotely?

**Basic guidelines that must be followed (the non-negotiables for all Knox College events):**

- Event planning should ensure at least six feet of physical distancing between individuals both inside and outside.
- Indoor meetings and events are limited to 50 participants or fewer (this may change if state guidance changes), and must adhere to room capacity guidelines. Outdoor meetings and events are also limited to 50 participants or fewer, unless an exception is made by the appropriate senior staff member.
- Each meeting room will have a revised capacity published (online and in the room) that allows for proper physical distancing.
- Participants must wear masks at all times, unless outside and guaranteed to maintain at least six feet of physical distance.
- [Visitors to campus](#) are currently strictly limited, so bringing in performers, etc., is not possible for fall, at least. (Though they can certainly be brought in remotely.)
- In-person events are limited to members of the Knox community.

**Food:**

Food may be distributed at an event if the following guidelines are met:

- Food must be catered by Dining Services unless an exception is made by the Campus Life Office (for student organizations) or by the appropriate senior staff member (for faculty and staff).
- Food must be packaged in individual portions that do not require assembly (small chip bags, granola bars, candy) or provided by a licensed caterer.
- There will be no buffet style or reception style food events.
- Bake sales or other events in which food is prepared by students, faculty or staff are not permitted.
- If your group wishes to sell food as part of a fundraiser, the food must be pre-packaged food that does not require temperature control, and must be obtained from businesses adhering to strict PPE and safety standards (such as grocery stores or licensed bakeries).

**Travel:**

Events that involve traveling by public transportation, buses, vans, carpooling, etc. are highly discouraged in the COVID environment. We do encourage groups to take advantage of our local attractions and walk places together! Exceptions may be made on a limited basis, including, for example, religious student organizations that wish to travel to services. Please consult with the Campus Life Office (for student organizations) or by the appropriate senior staff member (for faculty and staff) if you believe travel is critical to your event.

### **Political Events, Protests, and Demonstrations:**

Knox College does not restrict any student organization activity based on political affiliation or ideology.

Similarly, the College respects the right of all members of the community to express opinions privately and publicly, and to join together to demonstrate their concern by orderly means. Knox College protects the right of voluntary assembly, will make its outdoor facilities available to students for peaceful protests and demonstrations, and will endeavor to protect these assemblies from disruption and interference so long as the event does not interrupt the day-to-day operation of the College.

Demonstrations and protests do not need to be registered.

Any demonstration or protest must take place outside, and all policies including mask wearing and physical distancing must be followed.

### **Publicizing Your Event**

Student organization events registered with the Campus Life Office are automatically added to the College's Campus Events Calendar. Faculty and staff who wish to add their event to the calendar can do so by visiting the Events Calendar page and clicking "[Submit an Event.](#)"

## **Specific Guidelines for Student Organizations**

### **How do we know what constitutes an "event"?**

Here are some helpful questions to consider when determining if what you are planning is considered an event, and therefore needs to be registered:

- Is it being planned during a student organization meeting?
- Will it be announced at a student organization meeting?
- Is the organization's name or "Knox College" attached to the event in any way?
- Is it being funded by the student organization's budget or the College?
- Is it being advertised via on- or off-campus flyers or the organization's social media accounts?
- If guests were stopped on their way, would they say they were going to the "XYZ organization" event?

If you answered "yes" to any of these questions, then what you are planning is considered an event and must be registered.

### **How has the registration process for events changed due to COVID-19 safety concerns?**

- Ordinarily, registration must happen at least five full business days prior to the event (keep in mind that the Campus Life Office is open Mon-Fri, 8:00am-4:30pm). *Given the new environment, we strongly suggest you register all in-person meetings and events at least two weeks in advance when possible so that there is time to work through all COVID-related restrictions and guidelines.*
- For in-person events, the registration process now requires that you submit a safety plan outlining how you will ensure compliance with health and wellness policies and maximize participants safety to the extent possible.
- The Gallery, which was previously used for student organization tabling, will not be available this term as the extra space will be needed for physical distancing as students enter the Hard Knox Cafe.
- Once your event is approved, representatives of your group must meet with a Campus Life staff member to review and refine your safety plan.

### **How will we know if our event has been successfully registered?**

The event coordinator listed on the event registration form will receive an email from the Campus Life Office once the event has been successfully registered. If your event is in person, you will then be asked to set up a meeting with a Campus Life staff member.

Events must receive confirmation of registration before being publicized.

If you have any questions about the status of your event, please do not hesitate to contact Campus Life.