

Policy on College-Sponsored On-Campus Events and Programs during the COVID-19 Public Health Emergency

For the duration of the COVID-19 public health emergency, virtual gatherings on Zoom or online platform will be the chief mode of delivery for on-campus events and programs.

In-person events and programs must align with Commonwealth of Kentucky guidelines—<https://govstatus.egov.com/kycovid19>—and Berea College guidelines, including this policy. Requests for use of space for an event or program should be forwarded, with advance notice of at least seven days, to the administrator with oversight for the area (for example, Center Director, Department Chair, etc.). The request must include a safety plan indicating the number of anticipated participants and affirm that the requestor has read and understood the requirements listed below:

- Events or programs should be held outdoors when possible.
- Whether indoors or outdoors, all participants, including speakers or performers, must be physically distanced and wear masks or other appropriate PPE.
- Food will not be served at activities/programs.
- No off-campus speakers or performers are allowed at on-campus events. Appeals for an exception to this rule should be directed to the Interim Provost and the Vice President for Student Life. If an exception is granted, speakers or performers from off campus must provide documentation that they have received a negative COVID-19 test within a week of their arrival on campus.
- Events are open to the on-campus community only, not to the wider community.
- Events with an expected audience of 10 or more must be ticketed in order to ensure the number of participants does not exceed the number of participants the venue can accommodate or the current Commonwealth of Kentucky guidelines for maximum audience size.
- All attendees must sign in (or swipe their ID cards) so that a record is available if the need for contact tracing should arise.
- All event or programming sites should have clearly posted guidelines indicating the maximum number of people that can be safely accommodated in the space, the preferred arrangement of the room, and contact information for the person or persons with oversight of the space.
- For in-person indoor activities/programs:
 - Participants are strictly limited to the number that can be accommodated in the space with physical distancing.
 - No singing is allowed.
 - No activities that would compromise the physical distancing standard of 6 feet are allowed.
 - Entrance and exit points must be clearly indicated and, when feasible, separated.
 - The event should last no more than 60 minutes.

- Center Directors, Department Chairs, or other administrators with oversight for particular areas are responsible for closing an event or program in their area if necessary to ensure the health and safety of participants and staff.
- For the 2020-21 academic year, all on-campus events and programs must receive advance approval from the appropriate Center Director, Department Chair, or administrator with oversight for the area. The requestor and approving administrator are responsible for assuring compliance with the health and safety requirements listed above. Requests for clarification of this policy or appeals concerning its application to any proposed on-campus event or program may be addressed to the Interim Provost and the Vice President for Student Life.

This policy shall remain in effect until further notice.

For questions or more information on this policy, please contact Steve Gowler at gowlers@berea.edu.