Small Event COVID-19 Mitigation Plan Guidance
Summer 2021

Through Summer 2021, on-campus small events are required to receive approval from the University’s COVID-19 Team. To receive approval, event organizers must provide the following:

- A mitigation plan (see guidelines below)
- Date, time and location of event
- Expected capacity of event (# of attendees)
- Event organizer contact information
- Location approval by the building manager

This information must be submitted at least two weeks prior to the event. The information can be submitted via email to covid19@andrews.edu

Mitigation Plan Guidelines:
In general - small events should follow the University’s COVID-19 mitigation policy as well as any guidance/directive from the State of Michigan.

Events should have a mitigation plan that covers the following:

- Event Administration
  - Each event must identify an event coordinator who is responsible for the implementation of COVID-19 mitigation protocols for that group. This person must be in a position of leadership/authority for the event, have knowledge of the University’s COVID-19 expectations, and be able to facilitate COVID-19 related communications between the event attendees, the University, and the Berrien County Health Dept.

- Mask Wearing
  - Face masks, covering mouth and nose, must be worn while indoors.
  - While outdoors, masks are not required, but recommended when individuals are unable to distance in large settings.

- Physical Distancing
  - Individuals from different households must remain 6ft apart from others.
  - Event activities, including seating, should be planned to maintain distancing between individuals from different households.

- Symptom/Exposure Screening
  - Event attendees should be screened daily for symptoms and or exposures.
  - Guests are welcome to use Campus Clear, but may be screened on-site as an alternative for those who do not frequent the campus.

- Occupant Load
  - Must meet the University’s occupant loads and/or State requirements where applicable.

- Food Service
  - Must meet the University’s expectations on food service

- Hygiene
  - Consider increased cleaning of spaces and use of hand sanitizing stations
  - Utilize contactless/no-touch practices where possible
• Testing
  o For those unvaccinated, encourage individuals who are not fully vaccinated to obtain a COVID-19 test 1-3 days prior to the event.
• Depending on the type of event, the University may also require the event organizers to provide documentation that event attendees have either:
  o Been fully vaccinated prior to the event (14 days since their final dose) OR
  o Provide a negative COVID-19 antigen test result up to 4 days before the event
  o This expectation will primarily apply to events that require on-campus overnight lodging or events that require a significant amount of interaction with the campus population.
• For events not managed by the University, event organizers must be capable of providing attendance records that are retained for a minimum of 28 days. Attendance records should document the following for each attendee:
  o Date/Time of Attendance
  o First and Last Name
  o Contact Information (such as a cell phone number)

Mitigation References:

Symptom/Exposure Screening
• Each event group will be responsible to oversee their own COVID-19 screening process. This process will include the following:
  o A daily screen that is conducted:
    ▪ Prior to the individual accessing campus (other than residence)
    ▪ Prior to the individual interacting with individuals other than their roommate
  o Each person answering the following:
    ▪ In the last 24 hrs, have they experienced any of the following symptoms:
      • Tested positive for COVID-19
      • New or unexplained loss of taste or smell
      • Body temperature of 100.4 or greater or chills
      • New or unexplained cough, sore throat, congestion, or runny nose
      • New or unexplained diarrhea or vomiting
      • New or unexplained fatigue, muscle or body aches
      • New or unexplained shortness of breath or difficulty breathing
    ▪ In the last 10 days, have they been in close contact with a COVID-19 positive person?
      • If the person being screened was fully vaccinated at the time of the close contact and is asymptomatic, they would not be considered a close contact.
  o Individuals who report symptoms or exposure must not attend events on campus or interact with others until their screening report can be assessed and direction given.
COVID-19 Testing or Vaccination

- COVID-19 Testing
  - Antigen test can be either PCR or rapid
  - Must be completed within 72hrs prior to arrival on campus

- Vaccination
  - Fully vaccinated includes:
    - Completing all required doses for the vaccine used.
    - Completing the last dose 2 weeks prior arriving on campus.