

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

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- Testing
 - 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:
 - Been fully vaccinated prior to the event (14days since their final dose) OR
 - Provide a negative COVID-19 antigen test result up to 4days before the event
 - 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:
 - Date/Time of Attendance
 - First and Last Name
 - 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:
 - 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
 - Each person answering the following:
 - In the last 24hrs, 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.
 - 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.

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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.