

University of Illinois at Urbana-Champaign Restore Illinois Phase 4 – Revitalization Campus Meeting, Program & Event Guidance

This meeting, program and event guidance is intended to inform the safe planning and conduct of university-sponsored and university-hosted gatherings outside of academic instruction. It lays out minimum expectations for these meetings, programs and events, as applied from current and emerging recommendations of the [Centers for Disease Control and Prevention \(CDC\)](#) and [State of Illinois Department of Commerce Restore Illinois Plan Phase 4](#), specifically for “[Meetings and Social Events](#)”. [Intercollegiate Athletics facilities](#), [Recreational Sports facilities](#) (i.e. club and intramural sports) and [Outdoor Theaters](#) will follow the specific [State of Illinois Department of Commerce Restore Illinois Plan Phase 4](#) guidance for those venues.

Individual compliance with meeting, program and event expectations will be key to the health of not only attendees, but staff and the surrounding community with whom we share spaces. Convenings should only take place within State and CDC guidelines, and under circumstances that allow for identification and addressing of non-compliance by attendees.

In all matters this document sets out minimum expectations per current public health expertise, and is subject to change. The guidance will be reviewed regularly, and any updates will be communicated to campus as needed. Meeting, program and event organizers should pay attention not only to updates from the State and CDC, but from professional organizations and bodies attending to the health dimensions of the activities at hand across recreation, sport, entertainment, education, and more.

Virtual Events

Virtual events are the safest option during the COVID-19 pandemic and should be considered whenever feasible. Many on-campus venues have equipment available to use (some for a fee). Many classrooms have computers with Skype for Business and Zoom (can be used with any USB microphone/camera provided by the presenter) and some [rooms have an audio bridge](#) (no external microphone needed). Contact the Technology Services Help Desk for questions: (217) 244-7000 or consult@illinois.edu. The Center for Innovation in Teaching and Learning (CITL) offers staffed services for event recording or live streaming at any location on a first-come, first-served basis. CITL also offers presidential Teleprompters and captioning assistance. For more information about CITL Recording Services: <https://citl.illinois.edu/citl-101/online-strategy-development/IMR/event-recording-services>. If you plan to use your own equipment (even a phone) you are encouraged to contact the Designated Official for the facility to determine if any special setup is needed. Some livestreaming services (YouTube, Facebook live, etc.) may suspend your broadcast if there are copyright concerns.

If you plan to provide live and/or prerecorded meetings, programs, and events, you should consider [accessibility issues](#). All public events, should include the following language: "If you will need disability-related accommodations in order to participate in this program/event, please contact (name, host department) at (phone number, e-mail). Early requests are strongly encouraged to allow sufficient time to meet your access needs." The following links to CITL provide information on options for captioning: <https://citl.illinois.edu/citl-101/online-strategy-development/IMR/event-recording-services/captioning>

Indoor Meetings, Programs, and Events

This guidance is best suited for indoor meetings, programs, and events with fixed seating or limited movement/interaction between attendees. Meetings, programs and events that would include more movement/interaction between attendees should follow this guidance at a minimum but also should enhance safety protocols associated with increased risk (e.g., more than 6-ft. distance between attendees, additional barriers between attendees, or not host an event that increases the level of movement/interaction, etc.).

The State of Illinois allows meetings, programs and events that are limited to the lesser of 50 persons OR 50% of the overall room capacity. No meeting, program or event over 50 individuals is allowed in the same room (not counting facility event staff). However, based on room design, the room may only be able to accommodate less than 50% of normal overall room capacity in order to adhere to physical distancing, especially for movement within the room. The Designated Official responsible for the space for the meeting, program or event will determine if all applicable guidelines and requirements are being followed. The Designated Official may require additional safety protocols based on the nature of the meeting, program or event. The Designated Official must approve the Safety Management Plan before any event can take place.

Multiple groups of 50 or fewer are permitted at once if:

- Facilities allow for social distancing of groups;
- Groups meet in separate rooms during the meeting or event, subject to a maximum capacity of 50 persons in each room and maximum occupancy standards to meet distancing in each room are met;
- Event start/end times are staggered to discourage interaction; and
- Groups are static for duration of the meeting or event.

If the event includes multiple sessions, participants should remain in one room, and speakers/ presenters should rotate between rooms or be digitally displayed (e.g. projected, livestreamed) in multiple rooms.

The room setup should allow for at least 6-ft. of physical distancing between individuals and should be maintained by attendees during the meeting, program, or event. Any seating should be pre-set to ensure physical distancing and signage should be placed to indicate which seats should not be used. Facial covering of the nose and mouth is required for the duration of the meeting, program and event, with the exception of eating or drinking (See *Food Service*). Objects should not be shared by attendees unless sanitized between each individual use. Signage should be used as reminders about face coverings, physical distancing, handwashing, and navigation directions to avoid clustering. Attendees should be encouraged to conduct a personal health assessment prior to attending a meeting, program, or event and not attend if experiencing any [COVID-19 symptoms](#). Upon entrance to the meeting, program or event, attendees should confirm they are not experiencing any [COVID-19 symptoms](#). Attendance tracking is required to assist with contact tracing, if needed. The event organizers should maintain a list of names, emails, and phone numbers for all meeting, program or event attendees. This list should be held by the event planners for at least 30 days after the meeting, program or event and will only be requested for COVID-19 contact tracing.

Individuals staffing an event are required to wear facing coverings and maintain at least 6-ft. of physical distance from attendees as possible. Facility/Event staff and/or host volunteers should be assigned to monitor and enforce safety protocols (i.e. face coverings compliance, physical distancing, etc.). Here is information on reservable indoor spaces scheduled by Facility Management and Scheduling with new capacity limits based on fixed seating setup: [Facility Management and Scheduling Indoor Space](#). For information about spaces not scheduled by Facility Management and Scheduling, contact the [specific venue](#).

Facility/Venue Responsibilities

Facilities with event staff will be responsible for the following, but could be assisted by the event host staff or volunteers:

- Signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed.
- Promotion on websites and digital ticket purchasing sites of face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed.
- A minimum 6-ft. space allowance between occupied workstations or if not practical, an impermeable barrier between workstations.
- Limiting congregation during entry/ exit and throughout the duration of the meeting, program or event.
- Cleaning and disinfecting common areas (e.g., restrooms) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 30 minutes recommended for high-traffic areas.
- Cleaning and disinfecting occupied tables and seats between use by different groups or parties, and again at closing time.
- Cleaning and disinfecting audio-visual equipment, including any buttons, displays, props, microphones, podiums, photo booths and other customer-facing equipment after each use.

Outdoor Meetings, Programs and Events

The State of Illinois allows meetings, programs and events that are limited to the lesser of 50 persons OR 50% of the overall room capacity. No meeting, program or event over 50 individuals is allowed in the same defined outdoor space (not counting facility event staff). However, based on outdoor space dimensions, the space may only be able to accommodate less than 50% of normal overall capacity in order to adhere to physical distancing, especially for movement within the room. The Designated Official responsible for the space for the meeting, program or event will determine if all applicable guidelines and requirements are being followed. The Designated Official may require additional safety protocols based on the nature of the meeting, program or event. The Designated Official must approve the Safety Management Plan before any event can take place.

The space setup should allow for at least 6-ft. of physical distancing between individuals and should be maintained by attendees during the meeting, program, or event. Any seating should be pre-set to ensure physical distancing. Facial covering of the nose and mouth is required for the duration of the meeting, program and event, with the exception of eating or drinking (See *Food Service*). Objects should not be shared by attendees unless sanitized between each individual use. Signage should be used as reminders about face coverings, physical distancing, handwashing, and navigation directions to avoid clustering. Attendees should be encouraged to conduct a personal health assessment prior to attending a meeting, program, or event and not attend if experiencing any [COVID-19 symptoms](#). Upon entrance to the meeting, program or event, attendees should confirm they are not experiencing any [COVID-19 symptoms](#). Attendance tracking is required to assist with contact tracing, if needed. The event organizers should maintain a list of names, emails, and phone numbers for all meeting, program or event attendees. This list should be held by the event planners for at least 30 days after the meeting, program or event and will only be requested for COVID-19 contact tracing.

Individuals staffing an event are required to wear facing coverings and maintain at least 6-ft. physical distance from attendees as possible. Facilities/Event staff and/or host volunteers should be assigned to monitor and enforce safety protocols (face coverings compliance.). Here is information on reservable spaces scheduled by Facility Management and Scheduling: [Facility Management and Scheduling Outdoor Space](#). For information about spaces not scheduled by Facility Management and Scheduling, contact the [specific venue](#).

Food Service

Existing university catering and food handling safety policies apply. In addition, if food is offered at any meeting, program or event, it should be individual servings (e.g., pre-made plates, pre-packaged boxes or bags) for each attendee. Food should not be served as a buffet or family-style meal. Use of disposable food service items (e.g., utensils, dishes) is recommended. Consider the safety of individuals with food allergies. Provide hand-washing options and/or hand sanitizer for attendees.

Safety Management Plan

A *Safety Management Plan* is required for all campus departments and external groups, including Registered Student Organizations. The *Safety Management Plan* should include the following:

- Meeting/Program/Event Name
- Meeting/Program/Event Date/Time
- Meeting/Program/Event Location
- Name of Department(s) or Organization(s) Sponsoring the Meeting/Program/Event
- Name and Contact Information of Person Responsible for the Meeting/Program/Event
- Meeting/Program/Event details (i.e. speaker, performer, what activities will take place)
- Anticipated Attendance (If this is a drop-in or rotation event, provide a total overall and maximum attendance at one time).
- Description of Safety Protocols (face covering requirement, space setup description, staffing, plans for ensuring the safety of attendees, including social distancing, signage, seating, entry and exiting, etc.)
- Will this event have a virtual component?
- Catering/Food Service plans, including contact information for the caterer.
- Plans for registering attendees, tracking actual attendance and maintaining the attendance list.

External Guests

External guests are expected to comply with all applicable university and facility policies and guidelines in order to be able to reserve space or attend meetings, programs and events on campus. In addition, external meeting, program or event planners will be required to submit a *Safety Management Plan* to the appropriate facility coordinator/Designated Official. The *Safety Management Plans* will be reviewed and changes may be required by the facility's Designated Official to ensure compliance with this *Meeting, Program, & Event Guidance*. Designated Officials may limit external guests from reserving space or attending meetings, programs and events as long as any limitation is consistently applied.

Registered Student Organizations (RSO)

Registered Student Organizations are encouraged to conduct business meetings virtually. Registered Students Organizations (RSO) must request space via the [Student Engagement Office \(formerly RSO Office\)](#). Organizations that are in good standing will be able to request space on campus for meetings, programs and events. A *Safety Management Plan* must be submitted and will be reviewed as a part of the space request process. The proposed plan will be forwarded to the facility coordinator/Designated Official with the approved space request. The *Safety Management Plans* will be reviewed and changes may be required by the facility's Designated Official to ensure compliance with *Meeting, Program, & Event Guidance*. The Designated Official must approve the Safety Management Plan before any event can take place.

The Student Engagement Office has additional information and resources to assist student organizations. Please note that space on campus may be limited due to academic, administrative department, and cleaning needs.

Off-Campus Events

Any university-sponsored and university-hosted meeting, program or event should follow these university meeting, program and event guidelines. If a local jurisdiction where the meeting, program or event is taking place has additional safety protocols beyond this university guidance, then local safety protocols should be followed. If a local jurisdiction where the meeting, program or event is taking place has fewer safety protocols than these university guidelines, then these university guidelines should be followed. For example, an event is taking place in St. Louis, MO. If St. Louis does not have a face covering requirement, meeting attendees are still required to have a face covering per these university guidelines. This expectation also applies to Registered Student Organizations.

Contracts

If entering a contract as part of a meeting, program and/or event, the following should be considered:

Contracts often contain a boilerplate force majeure clause that will allow a party to delay performance (or possibly cancel the contract) due to events that are outside the parties' control and that were unexpected. The effect of the clause is to excuse a party's failure to performance so that it does not constitute a breach of the contract. It is generally a good to have a force majeure clause, but the parties should think about how it will operate in reality and make sure it says what they want it to say. A separate COVID-19 clause also might be helpful because the COVID-19 pandemic is no longer an unexpected occurrence but is a known factor in a transaction. You should discuss the force majeure clause with the contracting office involved in the specific transaction. Here are sample clauses:

FORCE MAJEURE THAT INCLUDES PANDEMICS

FORCE MAJEURE. A party shall be excused from liability for its failure or delay in performance of any obligation under this contract due to an event beyond that party's reasonable control, including but not limited to acts of God, fire, flood, explosion, earthquake, or other natural disaster, war, civil unrest, strike or labor disturbance, acts of government, such as government-declared disaster, pandemic or public health emergency, or any other event that renders the party's performance impossible or illegal. Such excuse from liability shall be effective only to the extent and duration of the event causing the failure or delay in performance and only if the party has not caused the event to occur and continues to use diligent, good faith efforts to avoid the effects of the event and to perform the obligation if possible. The party claiming force majeure must give notice to the other party promptly upon becoming aware of the event. Notwithstanding the foregoing, if the event of force majeure extends beyond [TIME PERIOD] or is reasonably expected to extend beyond the performance period, either party may terminate this contract by written notice to the other party, with the consequences of such termination as if this contract had expired by its terms.

SPECIAL ADDITIONAL CLAUSE FOR COVID – 19

COVID-19 Clause. The parties expressly acknowledge that they are entering into this Agreement during the COVID-19 pandemic ("Pandemic"). If either party determines that its performance has become impossible, illegal, or commercially impracticable because of the Pandemic, that party shall promptly notify the other party that it is invoking this COVID-19 Clause. "Commercially impossible" means that the performance of obligations has become extremely burdensome or unreasonably expensive. "Because of the pandemic" includes but is not limited to: government quarantine or stay-at-home restrictions, government-imposed limits on venue or site capacity, or COVID-19 infection of critical personnel of either party. Pursuant to this COVID-19 Clause, either party may cancel with xxxx days' notice without liability for any damages arising from the cancellation and without any right to refunds of deposits or sums already paid. Alternatively, each party will use its good faith efforts to reschedule the event or to renegotiate and amend the terms of this Agreement to reflect the changed circumstances.