

IN-PERSON
EDUCATION FOR
FALL SEMESTER –
SAFETY PLAN
UPDATES 2020

OHIO NORTHERN UNIVERSITY

We recognize that no university, nor any other organization, can guarantee an environment free of COVID-19, and we expect everyone associated with the University to understand that there is a risk of contracting the virus here or anywhere. Nonetheless, our highest priority is the health, safety and well-being of every member of the ONU community. To manage the COVID-19 risk factors and resume in-person education, ONU will take ***full advantage*** of the unique benefits of our **size, location** and **expertise**.

- We are a small University community of fewer than 4,000 faculty, staff and students, which makes social distancing at ONU more feasible than at larger universities.
- We are a big, spacious, park-like campus, which makes physical distancing more easy to accommodate at ONU than at more compact urban and suburban campuses.
- We are located in Hardin County where the number of COVID cases and hospitalizations are lower than in many other counties of the states.
- We have local expertise, both faculty on campus and others in the surrounding community, in medical and allied health fields who are guiding many aspects of ONU's response to the coronavirus.

Significantly, we resumed in-person education in the fall, but with a difference. The difference is a set of effective practices that emphasize safeguards and measures to **Protect Health and Safety and Promote Behaviors to Reduce Spread, Maintain Healthy Environments, Sustain Academic Quality, Engage Campus Life, and Manage Off-Campus Activities**.

Every member of our community must share responsibility for taking all necessary steps to minimize the risk of COVID-19 infection. This means adhering to national, state and local health guidelines, and following ONU requirements and practices in this document and others that may apply.



University faculty, staff and students (FS&S) are required to engage in the following behaviors to reduce the spread of COVID-19:

HYGIENE

- Daily temperature self-monitoring is mandatory. Anyone with a temperature 100.4 or higher should not attend class or come to work, should check for other symptoms and contact health professionals as needed. Individuals should record their temperatures and keep a log. Please check the Temperature and Symptom Monitoring email sent by Human Resources on June 3.
- Hand Hygiene
 - Frequent handwashing with soap and water for at least 20 seconds.
 - Cover coughs and sneezes with a tissue or use the inside of an elbow.
 - Use hand sanitizer that contains at least 60% alcohol.

DISTANCING

- Stay at least 6 feet (about 2 arms' length) from other people indoors and outdoors when possible.
- Avoid gathering in groups that exceed state guidelines, currently 10 people or more. Classrooms are exempt from this limit and will adhere to 6 feet of social distancing.
- Stay out of crowded places and avoid mass gatherings.

FACE COVERINGS

- FS&S, guests, visitors, vendors and contractors are required to wear face coverings while indoors in campus buildings and in outdoor settings where safe social distancing is not possible. Remember to wash your face covering daily. The following exceptions apply:
 - Employees working alone in their offices.
 - Students in their residence hall room.
 - While participating in activities in which a face covering cannot be worn or would prohibit respiratory function (like eating, drinking, playing a musical instrument or singing, exercising, playing sports).
 - Individuals with a federally recognized disability and an accommodation that prevents them from wearing a face covering or exceptions from state government or other federal guidelines. Please contact Disability Services for more information.
- Face coverings were provided to students and are available for purchase at the ONU Bookstore and the ONU HealthWise Retail Pharmacy.



PROTECTING HEALTH AND SAFETY AND PROMOTING BEHAVIORS TO REDUCE SPREAD – GENERAL REQUIREMENTS

SCREENING

• Testing

- Baseline
 - All fall student athletes, marching band members, residence life staff and staff working with these groups were tested upon returning to campus.
- Ongoing
 - Regular screening of an appropriate sample of FS&S.
 - FS&S who show symptoms of COVID-19 will be tested.
- Cost of testing will be covered by the University.

• Stay Home and Self-Isolate When Appropriate

- FS&S who have COVID-19 symptoms, have tested positive for COVID-19 or have been potentially exposed to someone with COVID-19 shall follow the University’s guidance to quarantine, isolate or self-isolate.

• Quarantine for FS&S

- **Quarantine is used to keep someone who might have been exposed to COVID-19 away from others.** Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home if feasible, separate themselves from others, monitor their health and follow directions from their state or local health department.

• Isolation for FS&S

- **Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.** People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific room or area and using a separate bathroom if available, or cleaning after each use if not.

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- In accordance with applicable federal, state and local laws and regulations, ONU will notify local health officials, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), Family Education Rights to Privacy Act (FERPA) and other applicable laws and regulations.
- FS&S who test positive will isolate away from campus.
- FS&S who test positive and for whom leaving campus is not an option will be isolated in appropriate campus housing designated for such purpose.
- Kenton Hardin Health Department (KHHD) or the ONU Health Center (ONUHC) will establish daily contact with each FS&S isolated on campus for medical evaluation during the 14 days of isolation.
- ONU Student Affairs will collaborate with Dining Services to ensure food delivery to FS&S isolated on campus.
- Students, whether isolated on or off campus, will coordinate electronically with their professors and academic dean’s office for assistance with remote learning, if they are well enough to participate. Academic and student support services will continue to be offered.

• Self-isolation for FS&S

- FS&S who are required to self-isolate will do the following:
 - Faculty and Staff will self-isolate at home.
 - Students who are within driving distance and can safely return home, should self-isolate at home. Students for whom leaving campus is not a viable option will self-isolate in their room if possible or in appropriate campus housing designated for such purpose.
 - FS&S should not go to class, work, lab or participate in campus activities.
 - FS&S should work or study remotely from home or campus location.
 - Avoid non-essential travel on or off campus.
 - Do not share cups, utensils or other similar items.
 - Avoid personal contact with others (shaking hands, hugging, kissing) and maintain physical distance 6 feet or more.

• **Contact tracing**

- FS&S with a positive COVID-19 test will be interviewed about the persons they encountered for three days prior to the positive test or experiencing signs of COVID-19. Anyone encountered will:
 - Self-isolate if recommended by local public health officials.
 - Follow campus health and safety measures.
 - Complete COVID-19 testing if requested.

• **Complete Mandatory Covid-19 Health And Safety Training**

- FS&S completed the mandatory online COVID-19 Training. As part of the COVID Training for students, they signed the Protect ONU Polar Pledge.

MAINTAINING HEALTHY ENVIRONMENTS - GENERAL REQUIREMENTS

CLEANING AND DISINFECTION

- Place hand sanitizer in high contact areas of all buildings, classrooms, dining areas and work stations.
- Place surface cleaning products in all bathrooms, classrooms and other shared facilities (e.g. copy machines, coffee stations, etc.) for wiping down surfaces touched before and after every use.
- Remove all public/community access snack foods and candy in dishes and containers and remove reading materials in lobbies and lounges.
- Clean and disinfect frequently touched surfaces in campus facilities (e.g. door handles, drinking fountains, grab bars, handrails, bathroom stalls, dining hall tables and laundry equipment) twice each day.
- McIntosh Center, residence hall common spaces and restrooms, and recreational and athletic facilities will be cleaned three times per day, and athletic locker rooms will be cleaned after each team's use.
- Clean shared objects (lab equipment, fitness equipment, computer labs) between use.

REDUCING DENSITY

- Maintain the Ohio Department of Health limit for public and private gatherings, currently not greater than 10 people. Classrooms are exempt from this limit and will adhere to 6 feet of social distancing. Where possible, many classrooms are using plexi barriers or students are issued face shields when social distancing is not possible.
- Limit or cancel large indoor events where social distancing is impractical, such as the Lehr Dinner, the Keiser Lecture, etc.
- Limit occupancy in classrooms and labs to maintain social distancing. Building occupancy will be limited to 50% of capacity.
- Provide adequate distance between individuals engaged in experiential activities.
- Seating and desks will be at least 6 feet apart when feasible; seats in larger venues will be reduced by tape or other means to maintain 6-foot distancing.

COMMUNAL AND INFORMAL SPACES (LOBBIES, LOUNGES, EVENT SPACES, STUDY AREAS, FITNESS ROOMS, ETC.)

- Limit occupancy in common spaces by requiring physical and social distancing.
- Follow the guidelines for Informal Gathering Spaces. **(see Appendix 1).**



SUSTAINING ACADEMIC QUALITY

CALENDAR

- ONU resumed in-person education in the fall by instituting safeguards to optimize student, faculty and staff health and safety and by sustaining quality student learning experiences.
- The fall semester started early and will end early.
 - Classes began on Aug. 10, 2020, and the semester ends on Nov. 20, 2020, with no class days off for holidays or fall break.

MULTIPLE DELIVERY METHODS

- Classes will be delivered using multiple methods in order to maximize in-person instruction. However, hybrid instruction and remote learning technology may be implemented to ensure social distancing and where it is necessary to accommodate individual student or faculty needs.

SAFE CLASSROOMS AND LABS

- Seating in classrooms will observe 6 feet social distancing.
- Occupancy in academic buildings will be limited to 50%.
- Common spaces will be limited by requiring physical distancing.
- Cleaning supplies will be maintained and cleaning protocols will be posted in each classroom and lab.
- Students in labs will be provided with clear plastic face shields when appropriate.
- PPE will be available for clinical labs in nursing, pharmacy and medical laboratory sciences.
- Fine and Performing Arts will implement a number of safeguards:
 - Practice rooms will be cleaned after each practice session.
 - Group activities will practice distancing requirements.
 - Classes and lessons will be in larger spaces to facilitate distancing.
 - Video instructions will be optimized.
 - Face coverings will be required as much as possible unless while participating in activities where they cannot be worn as specified above in the Face Coverings section.

TECHNOLOGY LEARNING RESOURCES

- All faculty members have access to the resources available through the Ed Tech Moodle course "Online Learning Community."
- Clear plastic separation will be installed in computer labs or the lab stations will be physically reduced to maintain social distancing.

ENGAGING CAMPUS LIFE

RESIDENCE HALLS AND APARTMENTS

- Roommates and suitemates are treated as a family unit and are not required to wear face coverings or distance in their rooms or suites. 6-foot distancing and face coverings are required with other residents.
- Social distancing and face coverings are required in all other areas of the residence halls - hallways, common spaces and fitness rooms.
- Students are encouraged to limit visitors and are required to keep the number of people in residence hall rooms, lounges, apartment rooms and common spaces to the number that can be appropriately distanced (6 feet apart) in those spaces. No overnight guests are permitted in residence halls and apartments.
- Students assigned to the traditional residence halls (Founders, Park and Maglott) have the option to select a single or a double room.
- Students in Founders, Park and Maglott who select a single room will be charged at the double room rate.

FRATERNITIES AND SORORITY HOUSING

- Roommates or suitemates are treated as a family unit and are not required to wear face coverings or distance in their rooms or suites. 6-foot distancing and face coverings are required with other residents.
- Social distancing and face coverings are required in all other areas of the fraternity or sorority house – hallways, common spaces and fitness rooms. Students are encouraged to limit visitors and are required to keep the number of people in rooms and common spaces to the number that can be appropriately distanced (6 feet apart) in those spaces.

CAMPUS DINING

- Campus Dining will offer a similar scope of dining services and provide customary quality and value.
- Dining Services will implement the following Sodexo standards for health and safety:
 - Staff will wear face coverings and gloves.
 - Staff will wash hands frequently.
 - Staff will regularly report on their health, including temperature checks.
 - Self-service options are eliminated.
 - High-touch surfaces will be cleaned frequently with professional grade products.
 - In the dining hall, there will be limited seating capacity, an updated configuration and floor markers to encourage social distancing.
 - Serve and go options continue.
 - Other changes in the campus dining facilities include:
 - One-way traffic patterns are being promoted with alternate entrances and exits where possible.
 - Overflow seating areas are available in the McIntosh Center Activities Room and additional outdoor seating options are set up near McIntosh Center.
 - Polar Espresso and Northern Lights' operations consolidated and are run out of Heterick Library with a new walk-up service window.
 - Service lines for WOW Cafè form in Klondike's while the C-Store continues without interruption.
 - COSI features an updated configuration and floor markers to encourage social distancing.

STUDENT ORGANIZATIONS

- New guidelines have been developed to govern how to plan and hold campus events. (**See Appendix 2**)
- Student organizations must adhere to 6 feet social distancing when using tables in public areas (lounges and lobbies) to promote events, activities or fundraising.



ATHLETICS

- Follow new ONU, NCAA and OAC policies for athletics.
 - ONU Fall Sports – competition in all ONU sports is postponed until January 2021.
 - Fall sports will compete in the spring.
 - All ONU sports are still actively engaged in conditioning and specific sport skill work. Teams are following the comprehensive NCAA resocialization for sport along with the ONU campus safety plan.
- Established the COVID-19 Athletics Action Team.
- The Athletics Action Team oversees the athletics plan and assists teams with the most recent safety guidelines.
 - The Athletics Action Team consists of Tom Simmons (AD), Michele Durand (Asst. AD), Krisi Hatem (Head A.T.), Marc Cruea (FAR), Dr. Jason Hageman, Karen Schroeder (Health Center) and Christen Ware (SAAC Rep).

PERFORMING ARTS

- Marching Band practices and performs outdoors only and maintains social distancing.
- Theatre and Dance may offer small productions involving fewer cast members or dancers, such as one-act plays or ensembles. Audiences may be virtual or in person in accordance with distancing requirements and state guidelines.
- Choral groups may use larger spaces such as the recital hall or the chapel while wearing face shields and social distancing.
- Guidance for performance groups may change as new guidelines are released.

MANAGING OFF-CAMPUS ACTIVITIES

UNIVERSITY-SPONSORED TRAVEL

- Avoid unnecessary travel domestically and internationally.
- Utilize virtual visits as first preference whenever possible, including Zoom, video tours, slide shows and pictures during calls, and panel discussions.
- All University-sponsored travel must be approved and follow the travel policy located on the Business Services website.
- Testing or self-isolation may be required for FS&S who return from University-sponsored travel.
- Remote work or study upon return may be required for those who return from travel.
- FS&S arriving from an international location are required to self-monitor for up to of 14 days prior to being among others.



PRE-APPROVED UNIVERSITY-SPONSORED TRAVEL

- Admissions and Development visits using non-commercial travel are permitted.
- Athletic travel is permitted in accordance with the Athletics Safety Plan.
- All other University-sponsored travel must be pre-approved by the appropriate Vice President.
- All travel requests must be submitted through the Business Services website under Travel Policy, at least 30 days in advance.

TRAVEL FUNDING FOR UNIVERSITY-SPONSORED TRAVEL

- FS&S travel funds are frozen until further notice except virtual professional development when necessary to publish scholarship or to maintain professional certifications and pre-approved travel.

PERSONAL TRAVEL

- During the semester, and during breaks, if travel occurs less than 14 days prior to returning to campus:
 - FS&S personal travel to a state or country that is identified by the State of Ohio or the CDC as having a high COVID-19 positivity rate, must be registered (see Personal Travel Reporting at my.onu.edu/ONUTravelReporting).
 - FS&S who return from personal travel to areas with high COVID-19 positivity rates, either domestic or international, may be required to self-monitor or self-quarantine, in accordance with the latest guidance from the State of Ohio and/or the CDC.
 - Remote work or study may be required for FS&S returning from personal travel mentioned above.
- The above travel section follows the guidance of the CDC <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>, <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>, and the State of Ohio <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/>

UNIVERSITY OWNED AND RENTED VEHICLES

- Operators and passengers will maintain 6-foot distancing where possible. Additional safety information, including vehicle capacity limits, is available in Business Services.
 - All passengers and drivers must wear a face covering.
- Operators will follow health and safety measures, and vehicles will be cleaned after each use.
 - Additional health, hygiene and safety information is available from Business Services.

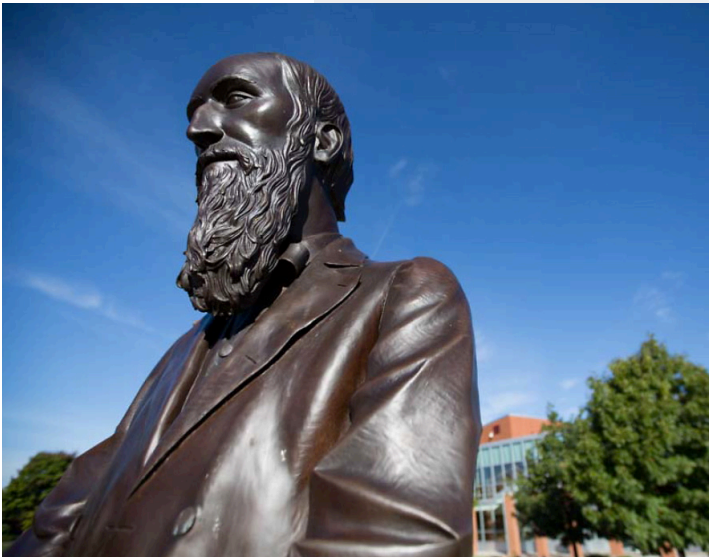
LIMITING VISITORS TO CAMPUS

- Limit nonessential visitors, volunteers and activities involving external groups or organizations as possible - especially with individuals who are not from the local geographic area (community, town, city or country). Admissions visitors are considered essential and safety protocols are in place to accommodate them.

GUIDANCE COMPLIANCE

We will monitor and evaluate our safeguards and measures, continuously updating them to ensure that they are in compliance with current guidance from federal and state governments and the local health department.

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IMPLEMENTATION

- COVID Point of Contact
 - Dr. Kelly Shields, associate dean, College of Pharmacy, will serve in this role and respond to general COVID-19 concerns from the campus community and parents. She can be reached at k-shields@onu.edu.
- For specific questions about the COVID-19 safeguards and measures being implemented, please connect with the following campus areas:
 - Academic Affairs - academic-affairs@onu.edu | 419-772-2033
 - Admissions - admissions-ug@onu.edu | 419-772-2260
 - Athletics - athletics@onu.edu | 419-772-2444
 - Business Services - businessservices@onu.edu | 419-772-2057
 - Dean's Offices -
 - Arts & Sciences | a-and-s@onu.edu | 419-772-2130
 - Business | business@onu.edu | 419-772-2070
 - Engineering | engineering@onu.edu | 419-772-2371
 - Law | lawdean@onu.edu | 419-772-3051
 - Pharmacy | pharmacy@onu.edu | 419-772-2275
 - Health Center - health-center@onu.edu | 419-772-2086
 - Housing - reslife@onu.edu | 419-772-2430
 - Human Resources - hr@onu.edu | 419-772-2013
 - ONU HealthWise Pharmacy - hwpharmacy@onu.edu | 419-772-DRUG
 - Student Affairs - studentaffairs@onu.edu | 419-772-2433
 - Student Success Center - academic-affairs@onu.edu | 419-772-2033
- COVID Plan Core Team
 - Monitor and implement the Health and Safety Plan.
 - Develop a FS&S education and training program for resuming in-person education for fall semester in response to COVID-19.
- Training
 - FS&S completed the mandatory online COVID-19 Training. As part of the COVID Training for students, they signed the Protect ONU Student Polar Pledge.
 - Update and alert FS&S on changes to the safety plan, practices and measures.

PARTNERS

- Kenton Hardin Health Department (KHHD)
- Ohio Department of Health (ODH)
- Center for Disease Control and Prevention (CDC)
- Lima Memorial Hospital (LMH)
- Mercy Health - St. Rita's Medical Center
- Village of Ada

Sept. 17, 2020

APPENDIX 1: POLICIES FOR INFORMAL GATHERING SPACES

1. An informal gathering space is any public space where groups of individuals gather outside of a formalized and planned event, as outlined in the general event policies above. These same spaces may potentially be reserved as formalized event spaces, in which case they would transition to that policy when an event is occurring and then back to this policy upon conclusion of the event. This guidance is written as a management strategy for the informal spaces where such gatherings occur, rather than directed toward managing the gatherings themselves. These types of spaces include but are not limited to:
 - a. Project/Build Spaces (e.g. JLK, Biggs, Freed).
 - b. Social Spaces (e.g. McIntosh, library, various academic buildings).
 - c. Meeting/Study Spaces (e.g. McIntosh, library, various academic buildings).
 - d. Computer Labs/Printing Stations.
 - e. Faculty Offices and Tutorial/Help Rooms.
2. Enforcement of these policies and adaptation to fit the specifics of the space should be managed by the appropriate building directors or their designated representative. Specific policies should be developed for each space and should be documented, kept on file by the building director and distributed to all regular users of the space.
3. Informal spaces which are particularly small, have poor ventilation, cannot reasonably be cleaned to a sufficient degree, or which have other complicating factors that would make adaptation to this policy non-viable should be closed or restricted to individual use only, with appropriate signage placed at the entrance of the space.
4. All informal gathering spaces which remain open should follow the standard campus COVID-19 safety guidelines and the most recent guidance from federal and state health authorities. This includes but is not limited to:
 - a. Face coverings are mandatory for all persons and should be worn to cover both mouth and nose at all times.
 - i. Disposable face coverings should be available for those who do not have them and appropriate signage placed in or near the space directing individuals in need to the appropriate location to obtain a face covering.
 - b. Social distancing must be maintained at all times in the space
 - i. All persons present should maintain a separation of at least 6 feet from other persons
 - ii. Occupancy must remain below COVID-adjusted room occupancy limits; occupancy must be monitored regularly to ensure compliance. Building directors should establish an appropriate means to conduct this monitoring based on the specifics of the space and the circumstances of its use and document this process in the space specific procedures.
 - iii. Where possible, points of entry/exit must be one-way to allow appropriate distancing upon arrival/departure.
 - iv. Any persons staffing the space (e.g. desk worker or administrative assistant) must maintain proper social distance (6 feet from other staffers and visitors) or a clear protective shield or other such barrier must be in place to separate the staff person from visitors to the space.
 - v. If the space contains printers, work stations or other such equipment, appropriate markings and/or signage should be put in place to designate both the working area around the equipment and appropriately distanced spaces for individuals waiting to use the equipment (at least 6 feet in all directions).
 - c. Hand sanitizer should be available in or near the space along with signage instructing all visitors to make use of the hand sanitizer upon entering the space.
 - d. All surfaces must be cleaned regularly.
 - i. Cleaning supplies such as sanitation wipes must be made available in the space for users to wipe down all surfaces when they are ready to exit the space.
 - ii. Surfaces that are difficult to clean (e.g. upholstered seating) should be carefully considered and potentially removed from the space.

- iii. In spaces with printers, work stations or other such equipment, user interfaces should be wiped down by each user after finishing their work. Appropriate supplies should be provided near the equipment and signage posted detailing this requirement.
- iv. Building directors should establish a procedure for cleaning the space, appropriate for the traffic through the space and the specifics of the space furnishings. If you need assistance, arrange with Physical Plant.
- e. Appropriate signage must be placed in/around (e.g. outside the space on the door) all such spaces to inform users of the above policies and their responsibilities as users of the space.
- f. Recognizing that reduced occupancy may cause greater demand for access to the space, where practical to do so a reservation system should be considered for users to identify a time when they will be able to use the space.
- g. Programming in informal spaces should adhere to the event guidelines outlined in the general event policies. Where possible, users of informal spaces should be encouraged to move small gatherings to a virtual format (e.g. faculty office hours, student project meetings, tutoring, mentoring, and advising meetings, etc.).
 - i. Signage should be posted in informal spaces encouraging users to move gatherings to a virtual format and including guidance for how to accomplish that shift.
- 5. Faculty should adopt similar policies for meetings. All meetings and office hours should maintain appropriate social distancing or be held in a virtual format when possible.
 - a. Faculty also should be made aware of expected deep cleaning procedures in the event of a confirmed case on campus and the possibility that their office may be locked down for cleaning should that individual have visited their office.
- 6. Academic support services should adopt similar policies for their programs and spaces, including providing sanitation wipes and hand sanitizer for visitors, moving services into a virtual format where possible, and the addition of plexiglass shields between support staff/tutors and visitors where appropriate social distancing is not possible.



APPENDIX 2: GENERAL STUDENT EVENT POLICIES

1. A campus event is defined as any gathering of 10 or more people which is held on campus or hosted off campus by an ONU entity (unit, organization, etc.).
 - a. Regularly scheduled academic events (e.g. class, lab, studio) are managed by the adopted academic guidelines, not by this policy. Other events of an academic nature, such as tutoring sessions, are covered by this policy.
 - b. University athletic events, including intramural and club sports, are managed by the relevant policies of the athletics department, not by this policy. Events which involve an athletic element but which do not fall under the athletics organization must be approved via the campus event process outlined in this document and also should follow any applicable guidance from athletics.
 - c. University ensembles and theatre productions are managed by the relevant policies of the School of Visual and Performing Arts. Other events involving live performances, including rehearsals, must be approved via the campus event process outlined in this document and should also follow any applicable guidance from the school.
 - d. Smaller events (less than 10 people) are not required to submit for approval but must still follow the COVID-19 safety guidelines outlined later in this document.
 - i. Where possible, smaller gatherings should be moved to a virtual format.
 - ii. When small events are held in person, those gathering should carefully consider the ability of attendees to maintain a minimum of 6 feet of separation (including entering and leaving the event space), ensure that the meeting space is properly cleaned at the conclusion of the event, and avoid circulating physical materials such as handouts or electronic devices (e.g. keyboards).
 - e. Administrative and business meetings (e.g. faculty/staff meetings) should follow similar guidance as recommended in this policy but should not be submitted as events through the process outlined here. Instead, appropriate procedures should be submitted to the appropriate dean or vice president for approval.
2. All campus events must be approved through the McIntosh Information Desk. Events should be submitted at least 1 week in advance via the Event Planning Form. All requests for tables and chairs should go through McIntosh Center (mcintosh@onu.edu).
 - a. The event planning form will include the following information:
 - i. Name of unit, organization or individual(s) holding the event.
 - ii. Contact information for responsible individual running the event.
 - iii. Date of the event.
 1. If event is recurring, they may be submitted on a single form but all planned dates must be listed
 - iv. Start and end times of the event.
 1. Requested time window should allow appropriate time for attendees to enter and exit the space while maintaining appropriate social distancing.
 2. Requested times allow for appropriate cleaning before the next event.
 - v. Expected occupancy.
 - vi. Space reserved.
 1. Room reservation should be completed and confirmed prior to submitting the event approval form, following normal room reservation processes.
 - vii. Short description of the event (e.g. what kinds of activities will be conducted, etc.).
 1. If the event involves performances, what kind of performances?
 - viii. Explanation of how COVID-19 safety guidelines (outlined below) will be satisfied (e.g. how social distancing will be maintained, etc.).
 1. If the event involves performances, detail how they will be safely conducted.
 - ix. Will food be prepared/served? If so, additional approval is needed (see below).
 - x. Will there be physical handouts/giveaways? If so, how will transmission risk be managed? Have you requested a shield from the physical plant?

- b. The form must be approved by the following units/individuals:
 - i. Campus Safety.
 - ii. Relevant building director.
 - iii. Dining Services (if food is served).
 - iv. McIntosh Information Desk.
 - v. For equipment needs (chairs/tables), please contact mcintosh@onu.edu and they will coordinate with Physical Plant.
 - c. Upon final approval, the listed contact person will receive notification that the event has been approved, along with any follow-up information such as maximum capacity, additional procedures to follow, etc. Events may not proceed until this approval is received.
 - d. The McIntosh Information Desk must be notified of any changes to the event as soon as possible and changes may require additional approvals or re-approval prior to being accepted.
3. All events must follow the standard campus COVID-19 safety guidelines and the most recent guidance from federal and state health authorities. This includes but is not limited to:
- a. Face coverings are mandatory for all persons and should be worn to cover both mouth and nose at all times.
 - i. Disposable face coverings should be available and provided to those who do not have one. If no face coverings are available, any attendees without a covering must not be permitted to remain at the event.
 - b. Social distancing must be enforced throughout the event, including avoidance of physical contact.
 - i. Attendees should maintain a separation of at least 6 feet from other persons.
 - ii. Event attendance must remain below COVID-adjusted room occupancy limits; attendance must be monitored continuously to ensure that occupancy is not exceeded at any point during the event.
 - iii. Where possible, points of entry/exit must be one-way to allow appropriate distancing upon arrival/departure.
 - iv. Clear signage, floor markings or other indicators must be in place to position attendees waiting to enter the event space in an appropriately spaced line (6 feet of separation in all directions) and instructions must be given regularly to approaching individuals to maintain proper social distancing and observe the designated queue markings. Queues should be positioned to avoid blocking entrances/exits to other spaces and to leave sufficient space for others to navigate the walkway safely and while maintaining proper social distancing. If outdoors, queues should avoid extending into a road or blocking emergency exits from buildings.
 - v. At the conclusion of the event, attendees should be dismissed in an orderly fashion to ensure that proper social distancing can be maintained during their exit.
 - vi. Greeters, ushers or other such persons staffing the entrance/exit or at stations in the event (e.g. staffing an information table) must maintain proper social distance (6 feet from other staffers and attendees) or a clear protective shield must be in place to separate the attendees from the staffer.
 - 1. Shields should be made available from the physical plant and requested through the usual process for requesting tables, chairs or other such items.
 - c. All attendees must use hand sanitizer upon entering and leaving the event.
 - d. Any food preparation or serving must follow established policies and procedures from Dining Services.
 - e. All surfaces must be wiped down immediately following the event.
 - f. Attendees from outside the university community must be made aware of and held to relevant campus policies, including any applicable health monitoring requirements such as taking temperatures upon arrival.

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- g. Physical handouts, giveaway, and circulated materials must be kept to a minimum, if they cannot be avoided all together.
 - i. If the event requires circulation of materials between attendees, all those participating must wear disposable gloves and should discard the gloves and wash their hands immediately following the activity/event.
 - ii. If the event requires distribution of materials (e.g. handouts), the individual(s) distributing the materials must wear disposable gloves and avoid touching other persons or surfaces and should discard the gloves and wash their hands immediately following distribution.
 - h. It is recommended that event planners consult with the School of Visual and Performing Arts on how to safely conduct live performances and consider pre-recording performances involving wind instruments or choral performance.
 - i. Appropriate signage must be posted to inform all attendees of the above guidance and any other applicable policies or regulations.
 - j. Attendees should be made aware of these policies, including the expectation that they provide their own face covering, in advance of the event.
 - k. Events which involve persons or groups outside the ONU community or which take place off campus should strongly consider the necessity of those details and will be expected to be more stringent with cleaning and social distancing procedures to prevent transmission between disparate populations (e.g. spreading from campus to community members).
4. Enforcement and Facilitation.
- a. The McIntosh Center Information Desk will manage a group of student workers who will facilitate the execution and monitoring of the above policies – Klondike’s Team (KT).
 - i. A KT member will be assigned to each approved campus event. wear disposable gloves and should discard the gloves and wash their hands immediately following the activity/event.
 - ii. KT members will be responsible for:
 - 1. Providing signage of standard university COVID-19 safety guidelines.
 - 2. Providing hand sanitizer for use on entry/exit from the event by all attendees and organizers.
 - 3. Providing face coverings to give to attendees who do not have one.
 - a. Note that it should not be expected that sufficient face coverings are provided for all attendees – attendees should be expected to bring their own.
 - 4. Providing boxes of tissues for attendees to use during the event to cover coughs and sneezes.
 - 5. Tracking and reporting event occupancy throughout the event.
 - 6. Wiping down all surfaces after the conclusion of the event.
 - 7. Contacting public safety, as needed, to monitor social distancing or capacity limits.
 - iii. KT members will NOT be responsible for:
 - 1. Setting up the event (e.g. tables, chairs, AV equipment).
 - 2. Monitoring food safety.
 - 3. Enforcing social distancing policies.
 - 4. Enforcing capacity limits.
 - 5. Handing out materials on behalf of the event organizers or otherwise assisting in the hosting of the event (e.g. collecting entrance tickets or payments).
 - b. Public Safety will monitor all campus events to ensure compliance with space capacity and social distancing policies.

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