



COVID-19 Protocol Regarding Venues, Gatherings, & Facility Use on ASU-Beebe Campuses

Effective Date: June 10, 2020

Updated: July 9, 2020

Updated: October 1, 2020

Updated: January 6, 2021

Updated: June 14, 2021

As ASU-Beebe prepares to transition to operations post-COVID-19 public health emergency, ASU-Beebe recognizes the need to reconsider its protocol and procedures related to facility use. In addition to consideration of Arkansas Department of Health guidance related to venues and gatherings, ASU-Beebe recognizes the need to temporarily restrict the use of its campuses' facilities and resources to functions that directly support the primary educational focus of the college.

As a result, the Office of Student Life has developed the following procedures for facility use that, upon approval of the Chancellor, shall be implemented Monday, June 14, 2021.

Restriction of External Events

All external (non-college) event requests (i.e., meetings, gatherings, activities and facility) with estimated attendance of 15 or more attendees on all ASU-Beebe campuses are restricted until at least September 1, 2021. No facility request shall be approved before this date. Based on circumstances related to public safety and available resources, ASU-Beebe may determine it necessary to extend this moratorium on external events beyond the above referenced date.

Internal College Events

All internal offices/ departments/ programs of ASU-Beebe are required to submit event requests (i.e., meetings, gatherings, activities and facility), for on all ASU-Beebe campuses to the Office of Student Life for review and approval by using the "Room and Event Request Form" located on the Campus Event Calendar page of the ASU-Beebe website, <http://www.asub.edu/asub-calendar/>.

Events with fifty (50) or more in attendance.

No event (i.e., meetings, gatherings, activities and facility use), whether indoor or outdoor, that might attract fifty (50) or more in attendance shall be allowed to be held on ASU-Beebe's campuses without submitting a Social Distancing Compliance Plan and approval by the Facilities Use Committee.

If the Dean of Students determines an event request (i.e., meetings, gatherings, activities and facility use), whether indoor or outdoor, suggests that the event might attract fifty (50) or more in attendance, upon receipt of the request, the plan will be submitted to the Facilities Use Committee for review. If the

Facilities Use Committee approves for the plan, the reservation will be considered approved and placed on the Campus Event Calendar by the Office of Student Life.

Social Distancing Compliance Plan Required

All events (i.e., meetings, gatherings, activities and facility use), whether organized by internal offices or external educational partners, with estimated attendance of 50 or more must submit a Social Distancing Compliance Plan at the time of reservation to the Office of Student Life detailing how the event will be organized and managed to comply with ASU-Beebe, ASU System, and state regulations and guidance regarding venues, gathering, and facility use.

The Office of Student Life will provide a standardized form to receive and guide event coordinators in developing a Social Distancing Compliance Plan. Upon receipt, the plan will be forwarded to the Facilities Use Committee. Upon endorsement by the committee, the plan will be considered approved and placed on the Campus Event Calendar by the Office of Student Life.

The Dean of Students shall not approve a facility use request without reviewing and approving a Social Distancing Compliance Plan for the event.

Publicly Supported Educational Partners

The college's publicly supported educational partners may be provided the opportunity to utilize ASU-Beebe's facilities upon request by contacting the Office of Student Life directly (events@asub.edu or 501-882-4491) to discuss arrangements and facility needs. All events hosted by external educational partners must comply with all ASU-Beebe, ASU System, and state regulations and guidance regarding venues, gatherings, and facility use.

Campus Catering Services

The college's food service provider, Great Western Dining, Inc., may continue food service and catering effective immediately. Event coordinators can contact Food Service Director Tim Brenner directly (tlbrenner@asub.edu or 501.882.4430) to make catering arrangements for on-campus (internal offices only) and off campus sites for external customers.

References.

ADH Guidelines for Small Indoor Meetings and Events

https://www.healthy.arkansas.gov/images/uploads/pdf/Small_Indoor_Event_Guidelines_2.15.21.pdf

ADH Guidance for Community and School Sponsored Music and Theater

<https://www.healthy.arkansas.gov/images/uploads/pdf/MusicTheaterCommunitySchoolGuidanceFinal4.2.21.pdf>

ADH Guidance Regarding Summer Day Camps

<https://www.healthy.arkansas.gov/images/uploads/pdf/DayCampsUpdateFinal6.15.21.pdf>

ADH Guidance for Gym, Fitness Center, Athletic Club and Weight Room Operation

<https://www.healthy.arkansas.gov/images/uploads/pdf/GymFitnessCenterGuidanceFinal4.1.21.pdf>

ADH Guidance Regarding Indoor Venues

<https://www.healthy.arkansas.gov/images/uploads/pdf/LargeIndoorVenueGuidanceFinal3.31.21.pdf>

ADH Guidance Regarding Outdoor Venues

https://www.healthy.arkansas.gov/images/uploads/pdf/Large_Outdoor_VenueGuidanceFinal3.31.21.pdf

ADH Guidance on Restaurant Dine-in Operations

https://www.healthy.arkansas.gov/images/uploads/pdf/RestaurantDine_In_GuidanceFinal3.31.21.pdf