



## **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

In light of the COVID-19 public health emergency, ASU-Beebe recognizes the need to reconsider its protocol and procedures related to facility use for the Summer and Fall semesters. In addition to consideration of Arkansas Department of Health Directives 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 immediately.

### **Restriction of External Events**

All external (non-college) event requests (i.e., meetings, gatherings, activities and facility) for on all ASU-Beebe campuses have been canceled until at least June 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), on all ASU-Beebe campuses to the Office of Student Life for review and approval by using the "Room and Event Request Form" and "Social Distancing Compliance Plan" located on the Campus Event Calendar page of the ASU-Beebe website, <http://www.asub.edu/asub-calendar/>.

### **Social Distancing Compliance Plan Required**

All events (i.e., meetings, gatherings, activities and facility use), whether organized by internal offices or external educational partners, 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 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 for approval by the Director of Student Life.

The Office of Student Life 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 regarding venues, gatherings, and facility use.

### **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 written approval by the Chancellor, ASU System Legal Counsel, and the Arkansas Secretary of Health.

If the Director of Student Life 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 Chancellor for review. If the Chancellor approves for the plan to be vetted, the Director of Student Life will forward the plan to the Facilities Use Committee. Upon endorsement by the committee, the plan will be submitted to be approved by ASU System Legal Counsel. Upon notification of approval by ASU System Legal Counsel, the plan must be submitted for approval by the Arkansas Secretary of Health, in compliance with Arkansas Department of Health Directives.

### **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.

### **Event Approval Process Chart**

