



# Stony Brook University

## Conferences & Special Events Safety Guidelines for Hosting on Campus Spring 2021

*In light of the current state, federal and CDC directives with respect to mitigating the risks associated with COVID-19, Conferences & Special Events has established the following guidelines for hosting events on campus for the Fall/Spring 20/21.*

It is important that we all abide by these guidelines to keep our campus community safe. Contact Conferences and Special Events at 631 632 6320 or Email [Conference.events@stonybrook.edu](mailto:Conference.events@stonybrook.edu) with any questions that you may have.

### **THE EVENT HOST EXPECTATIONS**

The department, club, or organization who originates a request to hold an event on campus is considered the event host. The host accepts full responsibility for understanding, communicating and adhering to the University's policies, procedures, and regulations, along with local, state, and federal law with regard to COVID-19. Hosts are required to communicate and ensure compliance of these guidelines with all event participants including, but not limited to: speakers, presenters, sponsors, vendors and guests. Hybrid events are strongly encouraged for larger events in order to ensure social distancing and compliance with venue capacities.

### **PRE-EVENT HOST RESPONSIBILITIES**

Along with normal planning for an event, COVID-19 has altered some of the ways we now do business. Event hosts should provide a pre-event registration vehicle to ensure the planned space can accommodate attendees in compliance with new capacities as per mandated social distancing requirements. Also, should contact tracing be required, (more on this below) participants can be easily identified.

Event registration should include COVID-19 self screening information. We have created a basic Google Registration Form which can be revised for your event and includes a link to the Health Self Screening form.

Out-of-state participants traveling from a restricted state (as determined by NYSDOH), must be quarantined for 14 days upon entering New York. A best practice would be to monitor attendees and the restricted states on a regular basis. Here is the link the NYSDOH COVID-19 website link:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

In addition to pre registration, review your check-in procedures to avoid long lines; e.g. multiple check in tables; any handouts, literature or giveaways should be set away from registration to prevent bottlenecks. Items should be laid out for a "grab and go" and minimal contact with other people.

A walk through of the space prior to your event to review traffic flow patterns, (some venues now have entrances and exits assigned for spaces), how break times would be configured for optimal social distancing and to be aware of the overall density of the space with regard to other events is recommended.

The 6ft social distancing guideline has reduced room capacities so you will need to plan accordingly; it's likely your room assignment will change from previous years, as such, your audio-visual needs and food service may be impacted. We recommend you confirm with your venue any new occupancy and room set ups as you begin planning to ensure you have the most up-to-date information.

### **HOSTING INDOOR EVENTS**

Current NYS guidelines allow up to 50 people for an indoor event provided there is appropriate social distancing and face coverings are worn. It is important that all participants understand and abide by these requirements.

### **HOSTING OUTDOOR EVENTS**

Outdoor gatherings are also permitted, with social distancing and face covering guidelines. The number of participants correlates to the size of the space. Please contact the individual venue regarding outdoor capacities.

It is also important to have a rain plan in place, be it an indoor venue (for groups <50) , or to make a rain call. Consider when a rain call will be made, by whom, and the contact chain to advise all involved about the changes. (The set up staff, attendees, speakers)

### **HOSTING HYBRID EVENTS OR VIRTUAL EVENTS**

Hybrid and Virtual events should follow the same protocols as above, **plus determine if any compliance requirements are needed.** Under U.S. law, certain organizations and individuals are subject to sanctions, embargoes and other restrictions. Vigilance but the SBU Host is needed to ensure proprietary information is not being compromised.

Faculty, staff and students may attend or present at conferences as part of their university responsibilities. In addition, at times the University hosts these Events for both SBU and non-SBU participants. **In some instances an export license may be required** for hosting, presenting or attending an Event, i.e. information that is being shared/presented, sanctioned/embargoed countries.

For guidance, The Office of the Vice President for Research's website has guidance for federal regulations that may be applicable to your event. Here is the link for Conferences, Meeting and Seminars ("Events") Hosts:

[https://www.stonybrook.edu/commcms/export-controls/Export-Control-Regulations/  
Guidance-and-Procedures/Conferences.php](https://www.stonybrook.edu/commcms/export-controls/Export-Control-Regulations/Guidance-and-Procedures/Conferences.php)

This link will bring you to Export Controls: <https://www.stonybrook.edu/commcms/export-controls/>

All hybrid and virtual events hosted by Stony Brook University should be listed on the event database through the Conferences and Special Events team, who can help determine if there may be compliance concerns.

### **ON-SITE HOST RESPONSIBILITIES**

Along with managing the capacities and appropriate social distancing of all guests, the host is also responsible for collecting and verifying daily health self screenings. All participants should complete their screening prior to coming onto campus.

Participants include attendees, speakers, technical support, staff, vendors and/or sponsors not from campus.

### **COVID-19 DAILY HEALTH SCREENINGS | CAMPUS CLEAR APP**

The SBU community is required to partake in daily self-health screening when on campus and all campus guests are expected to do the same. The Campus Clear App (green check mark) is acceptable for Stony Brook University faculty, staff and students. External participants should complete the hard copy screening form prior to coming to campus and provide it to the event host. Moreover, contact information for **all attendees** must be captured, should contact tracing be required.

As the host, it is your responsibility to manage this screening which includes holding the health screening information and full attendee list for 14 days. (The SBU community will not need to turn in a form). Here is a link to the form.

<https://drive.google.com/file/d/1oUxV6Os34x6-Bb7uy9UfgpogvhyIJ5eD/view?usp=sharing>

Participants who are experiencing symptoms associated with COVID-19, or other illness-related symptoms, will not be permitted to participate in the event and are required to immediately contact the host before leaving.

Hosts are mandated to notify the University's Health Line (631-632-5000, select option 1) immediately (upon learning of an attendee's possible infection) for instruction on notifying participants of the potential exposure. Decisions on proceeding, moving to an all virtual platform, or cancelling an event will be at the University's discretion. Registration lists and attendee's contact information should be readily available.

### **SAFETY AMBASSADOR**

By designating a person on your team to "float" in your event space, they can gently remind people to social distance and wear masks in a less confrontational, and more conversational manner and keep the event moving.

### **MANAGING NEW CAPACITIES**

Because of the reduced seating in venues, it's recommended to have **pre-registration**. To assist with that we have created a basic google form to help manage registrations and will provide contact information on self-screening, as required.

Here is the link:

[https://docs.google.com/forms/d/1N\\_TdWMfek1ryy\\_n45woDjWxabeqfLUKSB9NNIB0nw6c/copy?usp=sharing](https://docs.google.com/forms/d/1N_TdWMfek1ryy_n45woDjWxabeqfLUKSB9NNIB0nw6c/copy?usp=sharing)

You can copy and customize this on-line form for your event; it can be emailed to your audience or added as a link on your website. By collecting this information in a timely manner, you can manage registration numbers, assign seats, collect contact information prior to your event and avoid overbooking space and having to turn away guests. Should you be using a different registration vehicle, this form is not necessary but please provide the campus safety protocols to your guests prior to the day of your event.

### **EVENT CATERING**

To minimize the risk of transmission of the virus at events where food may be served during the COVID-19 Pandemic, serving of food at events and gatherings is highly discouraged and should only be considered when it is a necessary part of a program or for events that are long in duration.

Due to COVID-19, Environmental Health & Safety will not be approving Food Permits for outside caterers until further notice.

When it is deemed necessary to provide food at an event, it should be obtained from campus dining, CulinArt Catering Services. We have worked closely with CulinArt in following guidance from the CDC and Department of Health to create safe service procedures, taking advantage of the centralized preparation space, and minimal traveling and handling in campus. CulinArt has significant experience supporting a broad range of emergency food services and is uniquely qualified in this environment.

For CulinArt contact information and catering menus:

<https://www.stonybrook.edu/commcms/dining/catering.php>

### **AUDIO VISUAL SERVICES**

Social distancing has created challenges with revised layouts which impacts audio visual requirements. We recommend a site survey prior to your event to ensure your layout will work for your event. You may need to consider amplified sound, extra monitors may enhance your set up.

All audio visual equipment will be sanitized before each event. Be sure to communicate this to your presenters. Please refrain from spraying or wiping any equipment: screens, keyboards, microphones etc. The technicians will have handled this at set up. For added protection and comfort we suggest bringing disposable gloves for the comfort of your presenters. If your presenter is bringing their own laptop, be sure to also have the proper cables to connect with the systems.

When events involve a remote audience and/or participants (Zoom, Skype, Microsoft Teams, Facebook Live, YouTube, etc) be sure to verify that the event space is capable of the technical accommodations. The technical resources to make video conferencing and/or live streams possible include, but is not limited to: camera(s), video displays, microphone(s), and reliable internet connection.

These specific resources may not be available in every event space, so it is important to determine your equipment needs and then verify the venue can support these requirements. The specific technical

equipment may also vary based on the needs for the in-person element of the event. E.g. multiple microphones to make multiple people heard and multiple cameras may be needed to make multiple people visible. It is important to keep this in mind when you start planning your agenda as the audio visual needs may dictate the location and affect your budget.

### **VENDORS & OTHER PARTICIPANTS**

Any vendors, sponsors, or guests to an event are required to follow all health screening, mask and social distancing requirements.

If you plan on vendors/sponsors with a presence at your event, please be sure to plan for social distancing, limiting visitors at a demonstration and giveaways should be individually wrapped. We also recommend that all vendors have some sanitizer available at their tables.

Vendors and sponsors are also subject to the 14-day quarantining, should they be coming from a high-risk state.

### **POSTER SESSIONS / ART EXHIBITS**

For special set up events like poster sessions or guided art exhibits, please contact your individual venue for protocols. At this time, such events are being considered on a case by case basis, depending on the size of the session and the expected attendance.

### **DAY OF EVENT CHECKLIST**

Don't forget: Extra masks, hand sanitizer, and additional self-screening forms. If possible a collection of pens that can be used once and taken out of circulation until sanitized.

Reconfirm your AV needs to ensure all presenters have what they need.

Familiarize yourself with additional restrooms in the building to accommodate your guests at breaks. Consider longer break time to accommodate the social distancing.

Encourage elbow bumps instead of handshakes and hugs.

Using your pre-registration list, assign seats, especially if you expect a wait list or will be using and/or overflow space. Your venue should be able to supply you with a map of socially distanced seats.

Encourage attendees to stay in their one seat for the entire event and not to move furniture.

Place any handouts/give ways away from Check-in, spread out so people can grab and go.

Have your welcome speaker include some housekeeping details: the Health Self Screening, face masks, social distancing and occupying the same seat throughout the event.

Should anyone become ill during the event please follow the protocols as outlined in the health screening form: As the event host you will need to contact the Health Screening Information Line at 631 632 5000 (select Option 1) about this incident. (Attendee list may be required).

## **EVENT PARTICIPANT EXPECTATIONS**

### **Pre Event**

It is important that all guests to campus be aware of and abide by our safety protocols so communicating expectations is key. By addressing these rules beforehand you are demonstrating a commitment to everyone's safety and avoiding any on-site confusion.

All event participants should be pre registered to ensure a seat at the event. At that time they should be advised of safety protocols on campus, including the daily health self-screening test to identify potential COVID-19 symptoms.

### **OnSite**

Once on campus, all participants should provide proof of clear health screening, via the Campus Clear App or the Health Self Screening form. Everyone is required to wear a protective face mask at all times, both inside and outside, except when eating/drinking. Social distancing guidelines should be followed. Furniture has been set adhering to social distancing guidelines, no furniture, should be moved.

For further information on University Guidelines, please click here:

Policy 626: COVID-19 Pandemic Health & Safety Policy  
<https://www.stonybrook.edu/policy/policies.shtml?ID=626>

Policy 601: Guest/Visitor Policy  
<https://www.stonybrook.edu/policy/policies.shtml?ID=601>

Policy 517: Use of Campus Facilities  
<https://www.stonybrook.edu/policy/policies.shtml?ID=517>