

Campus Events

University guidelines and requirements below are designed to ensure the success of our campus events while providing for the health and safety of all involved. These guidelines and requirements below are designed to be scalable, however the University recognizes that each Campus Event and Venue is unique and individual Venue operations and event management plans may need to be developed that expand on these guidelines and requirements. **The provisions of this document will be updated as needed based on feedback from the URI community and in concert with any changes to state and U.S. Centers for Disease Control and Prevention (CDC) guidelines.**

Overview

Organized, in-person gatherings of individuals on University Property, other than scheduled classes, laboratory/studio sessions, and student-athletes participating in approved team sports, are considered Campus Events and are subject to the limitations described below. **In-person meetings that are part of the University's regular business (i.e., Dean's Council) are not regarded as a Campus Events.**

All individuals attending Campus Events are strongly encouraged to be Fully Up to Date with Vaccination or have a negative COVID test result in the past 48 hours. However, hosts/venues are only required to verify visitors' vaccination/testing status for specific Large Indoor Events and other situations as approved by the COVID-19 Task Force.

The URI COVID-19 Task Force is responsible for issuing guidelines and requirements that address the planning and conduct of Campus Events as well as reviewing and approving such Campus Events as necessary. All Campus Events occurring on university property or under the auspices of the University must comply with these guidelines and requirements and with those promulgated by the state. Where any differences exist between state guidelines and university guidelines and requirements, the more restrictive/conservative provision shall apply.

All Campus Events with more than 15 attendees require advance notice to the Task Force, and all Campus Events with more than 50 attendees also require explicit approval from the Task Force as described below.

Definitions

Affiliate. Any individual who is not a faculty member, staff, or student who otherwise has a formal relationship with the University of Rhode Island, including but not limited to visiting scholars, visiting students, postdoctoral or other research fellows, professional program participants, adjunct teaching or clinical personnel, volunteers, employees and associates of the URI Foundation and Alumni Engagement, and members of the University of Rhode Island Board of Trustees. Vendors and contractors are not considered University Affiliates.

Attendee. A person who attends a Campus Event.

Catered Event. A Campus Event catered by URI Dining Services or another vendor approved by the COVID-19 Task Force in consultation with URI Dining Services.

Campus Event. A gathering, assembly, or group activity held on university property or managed by the University, having designated start/end time or times, other than regularly scheduled class sessions and meetings held in the normal course of doing business. Campus Events include but are not limited to, receptions, conferences, parties, banquet, fairs, festivals, vendor events, concerts, arts and entertainment

events, athletic events, tournaments, and races. Campus Events include events held off-campus but sponsored and/or managed by the University.

Campus Host. The individual or department hosting a Visitor or Affiliate coming to campus.

Contractor. For purposes of these guidelines, defined as companies and their employees, or individuals, whether referred as “contractors” or “vendors,” who provide goods and services to the university under a purchase order issued by the university or the state (or in some cases under a contractual engagement with the University).

Event Manager. The University employee designated by the Event Sponsor as having responsibility for identifying and implementing all safety and security measures necessary to meet the COVID-19 health and safety requirements of the University as well as applicable life safety codes and standards. This individual must be a University Employee, with the exception of a student organization meeting involving 10 or fewer Attendees for which a student leader of the organization may serve as the Event Manager. For meetings, the meeting host is the Event Manager unless another individual has been assigned this role.

Event Sponsor. The University department, office, or campus organization hosting a Campus Event, whether an external partner organization is involved or not.

Hosted Event. A Campus Event not sponsored by URI that is organized and hosted by an outside group on university property through an agreement for use of university facilities, regardless of whether a fee is charged.

Large Indoor Event. A Campus Event involving more than 250 attendees and exceeding 35% of venue capacity as configured for the event in question.

University Employee. Any person employed by the University of Rhode Island, including faculty, staff, and students as applicable, regardless of the source of funds within the University.

University Property. Property belonging to the State of Rhode Island and held in trust by the University of Rhode Island Board of Trustees; property held by the University of Rhode Island or any of its component units in its own name; and property owned by third parties but assigned to, occupied by, or managed by the University or any of its component units.

Venue. A facility, room, space, or outdoor location where a Campus Event takes place.

Visitor. Any individual coming to URI’s campuses who is not a current University of Rhode Island student, faculty, staff, or University Affiliate. This includes, but is not limited to, job applicants, student guests and family members, visiting lecturers, and individuals attending campus events. For purposes of these guidelines, contractors and vendors are not considered Visitors.

Event notification and approval

All Campus Events are subject to review by the Task Force and larger events require specific approval as indicated below. To register a Campus Event and/or request approval, submit all information to the Task Force using the URI Public Safety Event Planning Form (uri.edu/emergency/events/submit/). The Event Manager is responsible for completing this submission and will be the point of contact for any Task Force follow-up regarding the event.

Campus Events with 15 or fewer Attendees

Event registration is optional but not required.

Campus Events with 16-50 Attendees

Campus Events with 16-50 Attendees require notification to the Task Force at least 10 business days in advance by completing the [URI Public Safety Event Planning Form](#). Formal approval is not generally required for Events with Attendees, but the Task Force reviews all such notifications and may contact the Event Manager for any Campus Event that appears to need further review and approval. Otherwise, Campus Events with fifty (50) or fewer Attendees may proceed as scheduled so long as the required notification has been submitted.

Events with more than 50 Attendees

Campus Events with more than 50 Attendees require review and approval from the COVID-19 Task Force. Such approval must be requested at least 20 business days in advance using the [URI Public Safety Event Planning Form](#).

Review process

For Campus Events requiring approval, the Task Force will review the submitted event plans to ensure compliance with all state and university guidelines and requirements and evaluate the necessity of holding the event in person versus a virtual event. The Task Force will make every effort to notify the Event Manager of its determination within 10 business days of receiving the request. Campus Events subject to review and approval should not be marketed or promoted until Task Force approval is received.

Venue capacity and Event size

The permitted size of a Campus Event is based on a percentage of normal Venue capacity. Normal capacity is the occupancy assigned by the Rhode Island State Fire Marshal, if available, or otherwise the typical capacity of the Venue prior to COVID-related restrictions.

Currently, the maximum size of both indoor and outdoor Campus Events is 100% of Venue capacity. This number is subject to change at the discretion of the COVID-19 Task Force in response to evolving circumstances of the pandemic. Should the State of Rhode Island impose new restrictions on event capacity, those numbers will take effect immediately and this document will be updated accordingly.

WARNING: The most common way COVID-19 spreads is in social settings between friends and family who are not wearing masks and have not yet been vaccinated. The more a person interacts with others, and the longer that interaction lasts, the higher the risk of COVID-19 spread in the community.

Capacity limits

Event Managers must work with Venue staff using the information above to determine the maximum number of Attendees for their planned event and must ensure capacity limits are maintained at all times. Note that, if an event will utilize several spaces/rooms in a Venue, capacity limits apply not only to the event as a whole (i.e., the total number of Attendees who may participate in an event) but also the occupancy of each individual space/room being used.

Event Managers must take into consideration that people may show up at the Campus Event in numbers that exceed maximum capacity. Event staff must be able to effectively turn people away from an event if their admittance would cause the event to exceed its allowable capacity.

Requirements for vaccination and/or testing

All Attendees at Campus Events should be fully vaccinated or have a negative COVID test result in the past 48 hours. Visitors are encouraged to always carry proof of vaccination/testing with them when coming to campus. However, Venues should no longer verify vaccination/testing status for Attendees unless specifically approved by the COVID-19 Task Force based on the level of interaction with the campus community or other factors that increase the risk of transmission (see Verification below). If applicable, this requirement will be communicated to Visitors in advance by the Campus Host.

More information can be found in the current university [Vaccination](#) guidelines and requirements.

Implementation

The Event Sponsor is responsible for ensuring compliance with the any requirements for vaccination and/or testing, if applicable.

Exceptions

An individual who has had a documented case of COVID-19 within the past 90 days is exempt from testing. Any other exceptions to the foregoing expectations and requirements must be approved by the COVID-19 Task Force.

Verification

See <https://web.uri.edu/emergency/files/Vaccination.pdf> for more information including acceptable proof of vaccination and record-keeping.

IMPORTANT: University departments and programs may not implement additional vaccination and/or testing requirements without specific approval from the URI COVID-19 Task Force. When requesting approval to verify vaccination and/or testing status, the requesting department should justify the need based on elevated risk factors such as (for example): greater person-to-person interaction than typical Campus Events, a significant portion of Attendees arriving from outside Rhode Island, or a larger than usual portion of participants at increased risk of contracting COVID-19 based on age, underlying medical conditions, or other factors.

Physical distancing and operations

When possible, ticketing/check-in stations should be located outdoors. For larger Campus Events, Event Managers should consider timed tickets or parking limitations to assist with maintaining Event capacity limits.

Event Managers are responsible for establishing protocols and designating staff to ensure capacity limits and physical distancing are maintained, especially in high traffic areas (e.g., lobbies, entrances, exits, restrooms, and popular exhibits/displays). Venues that expect a significant number of Attendees to enter or exit around the same time, such as at the beginning/end of a movie or a performance, should establish protocols, proactively communicate with Attendees, and designate staff to ensure Attendees enter and exit the premises in an orderly manner.

When possible, physical, non-porous barriers should be utilized at key points of Attendee interaction. Examples include Plexiglas or other materials in accordance with standards established by the Rhode Island Department of Health and the Fire Code. Examples include reservation/ticketing stations and similar locations with a clear demarcation between Attendees and Event staff.

To facilitate physical distancing among event staff, Event Managers should consider:

- Staggering employee shifts and break times;
- Designating separate work zones;
- Spacing workstations and personnel positioning by 3 feet, when practicable; and
- Eliminating or minimizing the use of shared equipment. If equipment must be shared, it should be sanitized between use.

Live performances are allowed, provided that all performers, whether individuals or groups, are subject to the same vaccination and/or negative test requirements as Attendees at Large Indoor Events.

Smoking and vaping are prohibited except in designated outdoor areas and must otherwise be compliant with university policy and local ordinances.

NOTE: Event Managers must anticipate that some Attendees will not understand or follow the guidelines and requirements enumerated in this document. Event Managers must be ready to manage or exclude participants from Campus Events as these situations arise.

Event Seating for Large Indoor Events

During Large Indoor Events, Attendees should remain seated except while accessing restrooms or concessions, or in the event of an emergency. This does not apply to general admission floor shows (i.e., with a standing audience) which are permitted for Large Indoor Events.

When possible, assigned/reserved seating is encouraged for Large Indoor Events unless the Venue does not have numbered seating available (e.g., Boss Arena, Tootell Aquatics Center).

Campus Tours

During in-person guided tours the current student guide, customer-facing staff, and visitors should maintain appropriate physical distancing whenever possible. Self-guided tours will be promoted to those who have not pre-registered for a tour or met guided tour requirements.

Event ticketing and payment

Advance online reservations and contactless/digital ticketing are preferred but not required for Campus Events. Event Managers must also make provisions for Attendees without access to smart devices for electronic ticketing. **Walk-ins are permitted for Campus Events** (i.e., individuals who have not pre-registered). If Attendee contact information is collected in the normal course of ticket sales/distribution, this information should be retained for contact tracing as described below. However, Event Managers are no longer explicitly required to collect this information for every Attendee.

Collecting contact tracing information

Event Manager are encouraged but not required to maintain a log containing the names, phone numbers, and the date/time of Event Attendees and of employees working each Campus Event. Attendee contact information should be collected as part of the online pre-registration process as described above, and Event Managers are responsible for preparing an employee log following each event. The logs must be kept by the Event Manager for a period of 30 days and this information must be made available to URI Health Services and/or the State of Rhode Island upon request for the purposes of contact tracing. Records over 30 days old

must be permanently destroyed. Attendees must be notified at the time of collection that the information is being collected solely for the purpose of contact tracing relative to this specific event.

Protective measures

Screening procedures

The University has paused use the electronic daily self-assessment app for COVID-19. However, all students, employees, and visitors coming to any University of Rhode Island campus are expected to self-monitor for symptoms of COVID-19 and may not come to campus or attend Campus Events if sick. See [Daily Health Self-Screening](#) for additional information.

Face coverings

All individuals on university Property must always follow university and state guidelines for wearing face coverings and following other protective measures as required by the University and the state. Currently face coverings are generally not required for Campus Events, but strongly encouraged for indoor locations. **In instances where face coverings are required for some reason, no Attendee will be permitted to enter or participate in an indoor Campus Event without one** (unless exempted, see [Face Coverings](#).)

Shared objects and frequently touched objects and surfaces

Commonly touched surfaces in restrooms (e.g., doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers, toilet seats, etc.) must be cleaned frequently and in accordance with Centers for Disease Control and Prevention guidelines.

Enhanced cleaning and/or disinfecting procedures

Event Managers must work with Venue staff to arrange sufficient custodial services to meet cleaning needs for their Campus Event as described herein and in the state and Centers for Disease Control and Prevention guidelines. Each Campus Event must have a plan to carry out these cleaning and sanitizing functions. The additional cost of custodial staffing for an event may be charged to the Event Sponsor. If the necessary staffing and supplies cannot be arranged, the event must be canceled.

Hand washing facilities with running soap and water or hand sanitizer that contains 60% alcohol must be available to all Attendees. Hand sanitizer should be made available at the Venue's entrances and exits as well as outside bathroom facilities, around food and beverage operations, and in common areas, when practicable.

Accessibility accommodations

Nothing in this document will preclude the obligation to maintain accessibility standards for Attendees at any Campus Event.

Implementation

An Event Manager must be present at each Campus Event to implement and monitor for compliance with physical distancing measures, sanitization, and other standards included in this guidance. The Event Manager must provide training on or a review of these measures and standards for all Employees and other individuals working the event prior to the start of the event.

Signage must be posted, visible to Attendees, that communicates expected physical distancing, mask wearing, and Attendee screening policies. Audio and video announcements, website pages, social media posts, and electronic communication are also encouraged.

Appendix 1: Hosted Events

Hosted Events are subject to the same policies and requirements as described herein for University-sponsored Events. These may include, but are not limited to, face coverings, social distancing, daily health self-assessment, COVID testing, contact tracing, and isolation/quarantine. Group size is restricted to the lesser of state guidelines or the University's own limits as provided in this document.

The URI COVID-19 Task Force's criteria for reviewing Hosted Events requests includes:

- Relevance to the University's academic, research, and public service missions;
- Prioritization of internal groups seeking to host events at the University;
- Group composition and size, and whether the proposed event involves overnight accommodations on campus; and
- Host organization's ability to provide for health and safety needs including testing, contact tracing, and isolation/quarantine without depending on the University for these functions.

In addition, overnight accommodations will not be approved for groups of minors except in conjunction with URI-hosted events such as student orientation.