

Arkansas State University Covid-19 Event Submission Form

The Arkansas Department of Health (ADH) has authorized Arkansas State University to approve campus events where only A-State students, faculty and/or staff will attend. ADH must approve all events where the public will attend.

This form must be submitted no later than 10 days prior to the event to be considered for approval.

The following form includes the requirements set forth by ADH for all indoor events with one hundred (100) or more people in attendance. The ADH directive for Indoor Venues can be found here: https://www.healthy.arkansas.gov/images/uploads/pdf/directive_indoor_venues_amended_1.2.21.pdf

Please acknowledge the following requirements by initialing in the blanks next to each statement, and providing additional information where requested. Email completed forms to jcarvell@astate.edu.

Event Name: _____ **Event Date:** _____

Building(s): _____ **Room(s):** _____

Attendance

- Public will be invited
- A-State students/faculty/staff only

List persons responsible for ensuring only A-State students/faculty/staff will attend:

Capacity

Event capacity will be based on seating layouts for each room utilized. These layouts are provided by the university, and illustrate the proper seating arrangement to maintain six (6) feet of social distance. Drawings must not be modified. If room layouts are not available, the following formula provided by ADH will be used, which ensures 36 square feet for every person, and is then reduced to 66% to provide additional space for guests to move about the event:
(Room square footage ÷ 36) × 0.66.

Protective Measures

Face coverings will be required for all persons present, except for children under ten (10) years of age, who are not required, but strongly encouraged, to wear a face covering. Children less than two (2) years of age will not be required to wear a facial covering.

Standard university hand sanitizer stations is available at all entrances and exits, and will not be moved or obstructed.

List persons responsible for ensuring compliance with the protective measures:

Cleaning During the Event

University custodians will clean the facility before and after the event as part of their daily sanitation and disinfection work assignments. However, ADH also requires commonly touched surfaces to be disinfected during the event, which organizers will generally be responsible for.

Note: Organizers can reduce the number of commonly touched surfaces to minimize disinfection during the event by doing things like propping doors, for example. If the event will include more than one speaker, two microphones are recommended, so that the mics and podiums can be disinfected between alternating speakers with minimal disruption.

List persons responsible for disinfecting commonly touched surfaces **during** the event:

Supplies

Additional supplies will be funded through (choose one):

- Independent purchase
- University warehouse / supply
- Other: _____

Check any additional supplies that will be utilized:

- Wolves Up / Mask Up! handheld signs
- Extra masks for guests
- Disposable gloves
- Disinfecting wipes
- Hand sanitizer for hands-on activities
- Other: _____

Physical Distancing

Any performers/players/contestants will be separated from the audience by at least twelve (12) feet.

Lines or queues for entrance, exit, purchases, or other reasons will be marked or monitored for maintaining a distance of six (6) feet between people.

All seating will be arranged to maintain six (6) feet distancing from occupied seat to occupied seat.

Optional (not available for classroom instruction): Household groups (roommates) will be allowed to sit together, but six (6) feet will be maintained between groups.

List persons responsible for ensuring that physical distancing is maintained:

Signage

- Standard university health screening signage posted at all entrances, which serves as a required health screening for the public, will not be modified, removed or obscured. Signs will:
- Advise the public not to enter if they have fever, cough, shortness of breath, sore throat, loss of taste or smell or have had known exposure to someone with COVID-19 in the past 14 days.
 - Advise the public that they may wish to refrain from entering if they are 65 years of age or older, or have underlying health conditions including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma, or weakened immunity.

Food Service

- Self-service buffets, including utensils, condiments or anything that requires a common point of contact with objects or surfaces, will not be allowed. Meals will be served (choose one):
- As plated meals brought out by a server
 - As a buffet with servers adding portions to a guest's plate

Enforcement of Directives

Enforcement should occur on a progressive basis utilizing the following guidance:

- 1) Organizers should refer guests to signage and remind them of the state's mandates and directives regarding masking and distancing. Handheld signage (Wolves Up, Mask Up!) may be used at this point to supplement standard university signs.
- 2) Hosts should verbally remind guests who continue to ignore the directives that they may be asked to leave for failing to do so.
- 3) If a guest refuses to comply with verbal and non-verbal reminders and warnings, they will be removed from the event.

Required Campus Notice

Events that are not scheduled on the A-State calendar will not be approved. Submit your event to the calendar here: <https://calendar.astate.edu/submit/>.

Organizer / Host Name: _____

Date: _____

Organizer / Host Signature: _____