

## **Grace College Guidelines for Community Events**

*These guidelines may change based on CDC and local health regulations.*

- All events must follow [CDC guidelines for gatherings](#); [local](#) and [state](#) guidance on gatherings; and all [campus guidelines and policies](#) for gatherings.
  - This includes the use of face masks, social distancing guidelines, and cleaning practices.
  - All events should be contactless and follow social distancing guidelines.
- In addition to the standard event planning guide, an additional written plan must be submitted for all group events over 10 people, stating the organizer's plan for social distancing.
- It is the responsibility of the event organizer to provide additional face masks, hand sanitizer, and additional event supplies to eliminate shared resources.
- It is the responsibility of the event organizer to keep an accurate attendee list for contact tracing purposes. The list should be maintained for at least 60 days post-event date.
- Events that can occur without food and beverage service are preferred due to the additional complications of maintaining [appropriate protocols](#).
  - If food service is required, no buffets will be allowed and all meals must be grab-and-go, pre-packaged, or pre-plated.
  - All food service requests must be arranged through Sodexo at this time.
- Events scheduled during the COVID-19 pandemic will not require a deposit to hold reservation due to the ongoing uncertainties.

### **Considerations for Events:**

- Outdoor events are recommended as they allow for greater physical distancing.
- Consider creating signs or directions for one-way traffic flow to mitigate crowding.
- Consider how to remind guests of guidelines through pre-event communications or group communication at the event.
- Use single use items when possible and limit sharing of supplies (i.e. pens, notepads, tech equipment, etc.)
- Consider ways to include those who cannot physically attend your event by incorporating virtual components.