

BJU “Gathering” or “Event” Guidelines

General “Gathering” or “Event” Guidelines

Definition of “Event” or “Gathering”: a planned or spontaneous activity, indoors or outdoors, with a small number of people participating (less than 15 people) or a large number of people in attendance (15 or more) that takes place outside of a normal classroom setting.

Indoor and Outdoor Event or Gathering General Guidelines

1. Indoor gatherings or events:
 - Masks and physical distancing required
2. Outdoor gatherings or events
 - Masks are not necessary
 - Observe personal space
 - Can be closer than 6 ft in conversations that last less than 15 minutes
3. Please follow the food guidelines listed below
4. All guests from outside of the university must have their temperatures taken before participating at the event.
 - Please request that all guests check in at the Welcome Center; temperatures will be taken there.
5. All event owners are responsible for:
 - Throwing away all trash in appropriate dumpsters and replacing the trash can with new liners. Aramark will clean any spaces used inside of the Dining Common following an event.
 - Providing hand sanitizer, gloves, masks, paper towels and cleaning supplies as needed.
 - Providing a point person to make sure all Covid-19 guidelines are being followed.
 - Creating physical guidelines, such as tape on floors and signs on walls to promote physical distancing.
 - Sanitizing the event furniture both before and after the event (when tables and/or chairs are provided from Facilities or Stage).
 - Setting up and taking down event furniture.

Common Guidelines for Faculty and Staff

1. Faculty and staff can eat in the dining common for lunch and dinner; however, it is not to be a social gathering place and numbers allowed inside the dining common will be limited
2. Faculty can continue to eat with students as part of the mentoring program

Event Food Policies

1. All food items ordered through Aramark will be served by Aramark staff
2. Gloves and will be worn when serving food
3. If a group chooses to use an external caterer other than Aramark (Tropical Grill, Panera facemasks Bread, Krispy Kreme)
 - Food must be individually packaged or plated
 - All food must be served including at buffet tables
 - Servers must wear masks and gloves
 - People in food line must wear masks until they sit at their table
4. "Family" parties are for a guest count of 15 people or less
 - Definition of "Family" group
 - Students: your dorm roommates
 - Faculty: your office mate(s)
 - Staff : your immediate department.
 - Can have a "potluck"
 - Does not have to be served by someone wearing gloves and facemasks

For groups over 15 guests

- All snack type of food items not provided and served by a caterer should be "pre-packaged" (Sam's Club, Costco, Walmart)
- Food servers must wear gloves and mask
- Coffee must be served in pre-poured cups with lids
- All servers must wear masks and gloves
- Creamer must be individual size portions
- Stir sticks must be in cellophane wrappers
- All drinks served from a "beverage container" must be pre-poured by a server wearing gloves and masks.
- If possible, consider using bottled waters, canned soda, prepackaged juice containers

Activity Center Event Guidelines

1. Event owners will have to clean and sanitize all tables and chairs before and after their event.
2. If the Event Office is not coordinating your event, the event owner must request the appropriate number of tables and chairs from Facilities. However, the event set up is up to the owner.
3. The Facilities Department will be responsible for emptying trash and washing the floor after events.

Event Transportation

1. All vehicles must be used at half capacity (Buses, 15 passenger vans, personal vehicles).
2. When possible, circulate the air in the vehicle by having the windows down.

Event Seating

1. Four people per 8' rectangular table
2. Four people per 60" round tables
3. Tables need to be 8' apart.

Event Equipment Procedures

1. If the Event Office is not coordinating your event, the event owner should email Facilities to request tables, chairs, and trash cans.
2. The event owner must clean equipment both before and after the event, empty all trash cans, place the trash in the dumpster, and place new liners in the trash containers.
3. The Event Office is no longer able to provide centerpieces or other equipment (vases, drink dispensers, decorations, tents, or supplies other than tablecloths).
4. Contact the _____ department for supplies (Hand Sanitizer, wipes, thermometers, etc.)