

## Concordia College Event Planning Guidelines for Fall 2021

---

Fall will be a semester of transitioning back to more in-person events. Some of our conference room and multi-purpose spaces will still be used as learning spaces, but many are again available for scheduling. Capacity limits for fall semester will be set to allow guests to practice current social distancing guidelines.

### Phasing in Campus Activities

Early fall is typically a busy time for the campus, from Orientation through Homecoming weekend. For this reason, we will limit the number of additional/outside events held on campus during this time.

### Changes from last year

- In-person events are allowed on campus
- Safety plans will no longer be required
- Off-campus guests are once again welcome on campus
- Invited speakers/guests can now join either in person or virtually
- Event size will adhere to capacity listed in EMS; otherwise, event size is not limited

### Continued prevention strategies

#### Wearing a mask

- Masks are required in public indoor spaces and in workspaces where distancing cannot be maintained.
- Unvaccinated individuals are required to wear a mask indoors at all times.
- Outdoors: In general, people do not need to wear masks when outdoors. However, CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.
- Concordia College is a welcoming community and will not tolerate discrimination against persons wearing masks for whatever reasons.

#### Physical Distancing

- People who are not fully vaccinated should continue to practice physical distancing of 6'.
- When planning outdoor gatherings, consider an event plan that will accommodate physical distancing.
- Indoor gatherings should limit occupancy to allow for distancing, based on the configuration planned for the room.
- Event capacity numbers for campus spaces can be found here:  
<https://concordia-www.s3.amazonaws.com/files/resources/final-updated-room-capacity-7-19.pdf>
- If blocking off chairs or rows of chairs in rooms with fixed seating is desired, this can be requested when submitting an event planning form.

### Reminders for guests at events:

Individuals planning events should include information in their event materials that outline what guests should do/not do, including:

- Expectations for vaccinated and non-vaccinated people
- Consistent and correct use of masks
- Physical distancing, if appropriate
- Handwashing and respiratory etiquette
- If you feel sick, please stay home

Updated August 27, 2021.

*This guidance is subject to modification based on risk level assessment and COVID levels.*