

# ODU CAMPUSWIDE EVENT MANAGEMENT BEST PRACTICES/SAFETY GUIDELINES FOR IN-PERSON, HYBRID, & VIRTUAL EVENTS AND PROGRAMS

## SPRING 2022

*Old Dominion University will begin the Spring 2022 semester, as planned, with in-person classes and fully-staffed operations. As students, faculty, and staff return to campus, a number of proactive measures have been announced to help keep our campus healthy. Please see the event management best practices/safety guidelines below to assist in planning events throughout the semester.*

### SCHEDULING CAMPUS EVENTS

- Please consult the University Calendar prior to scheduling.
- Ask your website content manager to load your event to the University Calendar. If you're unsure who your content manager is, please email [universitycalendar@odu.edu](mailto:universitycalendar@odu.edu).
- All events should be added to the University Calendar.
- Events and meetings can be requested at [spacereservations.odu.edu](http://spacereservations.odu.edu).
- Student organizations can also request space in academic buildings.

### FACE COVERING & VACCINATION REQUIREMENT

- Effective January 3, 2022, and until further notice, face coverings that cover both the mouth and nose fully are required in all indoor public spaces, including classrooms, facilities, and buildings, except when eating or drinking.
- The face covering requirement is for all people, including guests of the university, both vaccinated and unvaccinated.
- For events outdoors, masks are not required but encouraged.
- All ODU students, faculty, staff, and hourly employees are required to complete the vaccination cycle for COVID-19 to include the booster(s) unless approved for a medical or religious exemption.

### EVENT MANAGEMENT/ SAFETY BEST PRACTICES

- If choosing to host events in-person, also consider hybrid options and avoid high risk events as suggested by the [CDC](https://www.cdc.gov).
- Incorporate best practices for mitigating the spread of the virus, such as:
- Have PPE available for guests/attendee, including hand sanitizer, masks, shields, sanitizing wipes.
- Keep physical distance where possible though current gathering limits and physical distancing protocols are lifted.
- Limit the duration of indoor events.
- Reduce guest seating at luncheons/ dinner events (i.e., six to a table vs. eight).
- Wear a face covering when interacting with face-to-face attendees regardless of event location.
- Incorporate a contactless check in system when possible.

### TRAVEL

Any travel sponsored by the university must be registered and refer to [VDH guidelines related to travel](#).

## VENDORS

Vendors under contract with the university may deliver products and services to the University; however, must adhere to the face mask requirement and disclose vaccination status.

- Non-university or third-party event vendors must adhere to face covering requirement.

## FAIRS/INFO TABLES

- The facility set up should be configured to avoid congestion or congregation points.
- Maximize spacing between tables and/or booths.
- Avoid handshaking.
- Hand sanitizer stations should be set up throughout the fair area or on the info table.
- Shared pens/pencils should not be used unless they are sanitized between each use.
- Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees.
- Individuals staffing tables must wear face coverings if indoors; if outdoors, it is encouraged.
- Any giveaways or informational fliers should be laid on the table and not handed directly to attendees.

## FOOD AND CATERING

- If food is served during meetings or events, consider incorporating the following best practices:
  - Consider providing "to-go" options.
  - Buffet-style food lines or foods where multiple attendees may touch the container should not be served (e.g., bowls of chips)
  - Limit high touch food/dining situations, such as hors-d'oeuvres, communal snacks, etc.
- Food must be provided by Aramark who will adhere to all food health and safety regulations.

## GUEST SPEAKERS/PERFORMERS

- Must adhere to the face covering requirement and disclose vaccination/booster status.

## RISK MANAGEMENT

- If there is a question about third parties or campus visitors, email Risk Management at [risk@odu.edu](mailto:risk@odu.edu).

The University continues to monitor health trends and related data and will keep the campus informed of any important updates.