Interim Guidance for On-Campus Gatherings (Summer 2021)

Seattle University COVID-19 Containment and Prevention Working Group (C-CAP)

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1 Scope

This guidance applies to general on-campus gatherings of students, faculty, staff and visitors from the date of publication through September 6, 2021. After September 6, this guidance will no longer apply, but Seattle U’s COVID-19 Face Covering Policy will remain in effect.

This guidance does not apply to Athletics or academic programs. This guidance replaces all previously-issued COVID-19 guidance for on-campus gatherings of students, faculty and staff, including the Division of Student Development’s In-Person Programming Requirements and C-CAP’s Interim Guidance for Essential Business Gatherings.

Seattle University is required to adhere to applicable legal requirements and public health guidance for all gatherings, including the following:

- Executive Proclamation 20-12.3 Higher Education
- Current King County Guidance
- OSHA Guidance
- L&I Guidance
- CDC Guidance
- Secretary of Health Face Covering Order

2 Requirements for Gatherings

2.1 Special Approval Required for Large Events

Gatherings of 50 or more people at a time require:

1. Any organizational approval normally required for such a gathering, and

2. Special approval from C-CAP

   (a) The gathering organizer must submit a written plan to C-CAP (email to halbertj@seattleu.edu and hickst@seattleu.edu) at least 14 days before the gathering is to occur.

   (b) The written plan should include:

   i. the date, time, and proposed location of the gathering, and

   ii. a description of how compliance will be maintained with each of the requirements below.

2.2 Attendance and Capacity Requirements

1. Total attendance (including facilitators) is limited to the number of people that can fit in the gathering space while maintaining three feet of physical distance from each other.\(^1\)

2. Gathering organizers must have a system of digitally taking attendance. Attendance must capture participants:|\(^1\)

\(^1\)See Appendix C of the Facilities Physical Plant COVID-19 Response Plan
(a) name,
(b) contact information (phone and/or email), and
(c) date/time of attendance

3. Attendance information must be maintained for at least 28 days and be made available to Seattle University for contact tracing purposes upon request.

2.3 Face Covering Requirements

All individuals must wear face coverings when required by SU’s COVID-19 Face Covering Policy and all applicable federal, state, and local requirements.

2.4 Physical Distancing Requirements

1. All individuals attending a gathering must maintain a minimum physical distance of three feet from others not in their household whenever possible.

2. Where physical distancing cannot be maintained, administrative or engineering controls must be implemented to minimize exposure.

   (a) Gathering organizers must notify CES if additional administrative or engineering controls may be required in the gathering space.

   (b) CES will coordinate with Facilities to request assistance with these measures if necessary.

3. Gatherings are not permitted if physical distancing cannot be maintained or where administrative or engineering controls cannot be reasonably implemented to reduce exposure.

2.5 Hygiene and Sanitation Requirements

1. Participants must have the opportunity to sanitize their hands before, during and after the gathering.

2. Facilitators must sanitize surfaces before and after the gathering.

3. For programs that take place indoors or use shared university space, CES may require cleaning/sanitation to be completed by Facilities at additional cost to the gathering organizer.

2.6 Safe Start Health Check Verification

1. All individuals must complete the SU Safe Start Health Check before participating in the gathering.

2. “Approved” Safe Start status must be checked by the gathering organizer or their designee at the beginning of the gathering.