Interim Guidance for Essential Business Gatherings

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

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1 Scope

The purpose of this guidance is to provide a structured approval process for in-person gatherings essential to university business prior to full reopening of Washington State, currently scheduled for June 30, 2021. This guidance will remain in effect until replaced or rescinded by Seattle University.

Examples of gatherings for essential university business include but are not limited to:

• Meetings that cannot be effectively held virtually
• Filming on campus
• Faculty or staff training with an essential in-person or hands-on element

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

• Executive Proclamation 20-12.2 Higher Education
• COVID-19 Guidance and Healthy Washington Roadmap to Recovery
• Current King County Guidance
• OSHA Guidance
• CDC Guidance
• WA DOH Guidance for Graduation and Commencement Ceremonies

2 Requirements for Essential Gatherings

2.1 Designation of a Responsible Person

The gathering organizer must designate a willing SU faculty or staff member associated with the gathering as the Responsible Person for ensuring compliance with these guidelines.

2.2 Statement of Essential Purpose

In-person gatherings are permitted only for essential university business purposes when an effective remote or virtual alternative does not exist. The gathering organizer or Responsible Person must document the essential purpose of the gathering in a written statement.

2.3 Approval

1. Gatherings with up to five people at a time do not require formal approval.
   (a) The gathering organizer or Responsible Person must ensure compliance with these guidelines.
   (b) A written plan is not required.

2. Gatherings with more than five people at a time require approval from Conference and Event Services (CES).
(a) The gathering organizer must submit a written plan (3) to CES at least seven (7) days before the gathering is to occur.

(b) Plans requiring CES approval must be emailed to Dion Wade (wadew@seattleu.edu). Please cc Monica Scott (scottmo@seattleu.edu).

(c) CES may tentatively reserve on-campus space for a gathering upon request and prior to approval.

2.4 Attendance and Capacity Requirements

1. If held indoors, total attendance (including facilitators) is limited to the lesser of:
   (a) 50% of the regular capacity of the space\(^1\), or
   (b) the number of people that can fit in the space while maintaining six feet of physical distance from each other.

2. If held outdoors, total attendance (including facilitators) is limited to the number of people that can fit in the space while maintaining six feet of physical distance from each other.

3. CES will work with the gathering organizer to reserve a space of sufficient size for the gathering. Approval of a gathering is contingent on a suitable space being available.

4. The gathering organizer must have a system of digitally taking attendance. Attendance must capture participants’:
   (a) name,
   (b) contact information (phone and/or email), and
   (c) date/time of attendance

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

2.5 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.

2.6 Physical Distancing Requirements

1. All individuals must maintain a minimum physical distance of six feet from others whenever possible.

2. Where physical distancing cannot be maintained, administrative or engineering controls will be implemented to minimize exposure.
   (a) The written plan (3) must indicate 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.

2.7 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.

\(^1\)See Appendix C of the Facilities Physical Plant COVID-19 Response Plan
2.8 Duration
1. Gatherings should be kept to the minimum duration necessary.
2. Use a hybrid virtual/in-person format to shorten the duration of the in-person gathering whenever possible.
3. Date, time, and duration of the gathering must be included in the written plan (3).

2.9 Safe Start Health Check Verification
1. All individuals must be required to complete the SU Safe Start Health Check before participating in the gathering.
2. “Approved” Safe Start status must be checked by the Responsible Person or their designee at the beginning of the gathering.

2.10 Food Service Limitations
1. Serving, distributing, or consuming food is currently not permitted at essential business gatherings.

3 Written Plans
3.1 Format
Written plans for gatherings requiring approval must address each subsection of Section 2 of this document by number (10 points total).

3.2 Example Written Plan
1. The Responsible Person for this gathering is Jane Doe (206-555-5555).
2. The purpose of this gathering is to provide Red Cross CPR training to employees who may be required to render first aid to others while at work. This training is most effective when delivered in-person with a skills assessment. Remote instruction is less effective and does not allow for proper assessment of learned skills.
3. This gathering will have 15 total individuals in attendance. As required, we are submitting this request with sufficient time for approval from CES.
4. The gathering will be held indoors in a room to be assigned by CES. Attendance will be taken digitally and stored for 28 days.
5. All individuals present will be required to wear face coverings at all times.
6. Physical distancing will be maintained at all times except in passing. No additional controls will be required.
7. Hand sanitizer will be provided by the organizer. Facilitators will wipe down surfaces before and after the gathering.
8. The gathering will be held on 6/15 at 1:00pm and last 90 minutes.
9. All individuals will be required to show their Safe Start Health Check approval to the Responsible Person upon entry into the classroom.
10. Food will not be served or allowed in the room.

3.3 Submission
A completed written plan must be submitted as required in Section 2.3.