



**CLEMSON UNIVERSITY
CORONAVIRUS DISEASE 2019 (COVID-19)
HEALTH & SAFETY DIRECTIVES FOR MEETINGS AND EVENTS**

This document applies to all Clemson University locations and has been developed with the overarching priority of ensuring the health and safety of our students, employees and the surrounding community. The directives contained in this framework will remain in place until further notice. The contents of this document will supersede those of the [Clemson University Facility Use Policy](#) where there are contradictions.

This document WILL BE MODIFIED as the pandemic evolves and/or adjustments are made to federal, state, local, and university guidance and directives. It is therefore necessary to regularly refer back to the web-based version of this document which will be available at: <https://www.clemson.edu/coronavirus/documents/health-safety-directives-for-meetings-and-events.pdf>

This framework does not apply to in-person academic course and lab meetings, competitions and practices of the Clemson University Athletic Department, or the Clemson University Conference Center, Inn, and Walker Golf Course. Additionally, this framework is designed to be consistent with applicable state and federal law.

For the purposes of this document, the following definitions should be applied:

- “Meeting” is a gathering of two or more people that is held on Clemson University property in a departmentally controlled space (ie: private office, departmental conference room), such as one-on-one, staff or committee meetings.
- “Event” includes any planned gathering of more than one person that include but are not limited to assemblies, trainings, retreats, functions, lectures, presentations, banquets, ceremonies and entertainment activities.
- “Facilities” shall include all buildings, structures, rooms, grounds, sidewalks, parking lots, recreation areas, and streets that are owned, leased or managed by Clemson University.
- “Host” shall include reserving or coordinating individual, unit, department or entity.

For information specifically related to university visitors and contractors, please refer to the: [Clemson University COVID-19 University Visitor Requirements](#)

STATUS OF IN-PERSON MEETINGS AND EVENTS

1. In-person meetings and events may resume September 11, 2020.

OWNED, LEASED, AND MANAGED LOCATIONS

Each Clemson University location is unique in terms of purpose, facilities, staffing models, therefore it is essential that the leadership of each location maintain the latitude to manage and direct all associated activities. This responsibility includes but is not limited to request processes for use of facilities; recommending events for final approval; required staffing levels for approved events; and determination of spaces that are deemed appropriate and inappropriate for use during COVID-19.

General Requirements for Meetings

1. The university urges all colleges, divisions, schools, departments, registered student organizations and other organizational units to continue to limit face-to-face interaction to the extent possible by using virtual alternatives such as email, instant message, telephone, or video conference tools like Zoom or WebEx; and follow protective guidelines where face-to-face interaction is required as outlined in the Meetings section of the [Return to Workplace Guidance](#).

General Requirements for Events of Any Size

1. Where appropriate, events (as defined above) should be fulfilled by using virtual alternatives such as email, instant message, telephone, or video conference tools like Zoom or WebEx.
2. Reservation requests will not be accepted from non-affiliated individuals or organizations. Pending and confirmed reservations for Clemson University facilities will be cancelled after direct, clear communication from the managing department. Pending and confirmed reservations that include an existing, contractual obligation that cannot be cancelled without financial penalty, should be individually evaluated and where possible, rescheduled.



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3. In some cases, facilities beyond academic classrooms and labs are serving as academic course space, therefore availability of traditionally available reservable facilities will be diminished. Use of any campus facility will be based on availability. Requests for the use of any Clemson University facility should be submitted to the authorized designee for the intended facility.
4. The occupancy of all university facilities has been evaluated in order to ensure social distancing and density guidelines. Any pending reservation request and/or confirmed reservation must be evaluated based on the expected attendance numbers and adjusted occupancy figures. If the planned event cannot be safely accommodated in the requested space based on the new standards, the request and/or reservation will be cancelled.
5. All events, activities and meetings in University facilities must adhere to COVID-19 safety requirements such as social distancing, density, maximum occupancy and mask standards, and to follow protective guidelines outlined in the Meetings section of the [Return to Workplace Guidance](#). It is the responsibility of the host to ensure compliance.
6. It is the responsibility of the host to take attendance at each event, activity or meeting in order to facilitate accurate contact tracing should it become necessary. Attendance lists should be maintained for one month.
7. For events with attendance under 50 being held at any Clemson University location, with the exception of main campus:
 - a. The Clemson University facility manager will inform each host that their event must follow all of the requirements contained in the, "General Requirements for Events of Any Size," section of this document.
 - b. The event host must agree to ensure that all requirements are followed.
 - c. The details of each event with under 50 people (ie: CU location, date, start & end time, host, purpose) must be sent in advance of the event day to Berinthia Allison in the Provost's office at: balliso@clemson.edu

Events Involving 50 or More Participants

8. For any Clemson University location, the request for any on-site event that includes 50 or more participants must be reviewed through the established process for that University location. For details and contacts, please refer to the [COVID-19 Event Request and Approval Protocol website](#).
9. Requests that are recommended for approval must then be submitted for final review by the Strategic Operations Group (SOG) via established channels. No event of 50 or more can take place on University property without approval from SOG.
10. Approval to hold an event is tentative and is subject to change if warranted based on changes in the pandemic situation and/or adjustments to federal, state, local, and university guidance and directives.

OFF-SITE

1. Any off-site event hosted by a University unit, department or delegated student organization must have the written approval of the applicable Executive Leadership Team member.
2. Affiliated entities including but not limited to CURF, CUF, IPTAY, and the Alumni Association are encouraged to adopt and enforce unit protocols.
3. Best Practice Guidance: Approved events, activities, or meetings must:
 - a. Adhere to all current Clemson University expectations in addition to applicable federal, state, county, city guidance regarding travel, event size, social distancing, mask requirements, etc. It is the responsibility of the host to ensure compliance.
 - b. Be held at a site that is adequately insured, consistent with the expectations of the Office of Risk Management (certificate of liability insurance may be required).
 - c. Have a fully executed document that clearly delineates the agreement between the University and off-campus venue as well as the responsibilities of each party.
 - d. Plan and execute a communication plan to notify participants of safety compliance and requirements.
 - e. It is the responsibility of the host to take attendance at each event, activity or meeting in order to facilitate accurate contact tracing should it become necessary. Attendance lists should be maintained for one month.
4. Approval to hold an event is tentative and is subject to change if warranted based on changes in the pandemic situation and/or adjustments to federal, state, local, and university guidance and directives.
5. Independent Councils and Independent Student Organizations are urged to review and follow the Best Practice Guidance provided above.