



PROVIDENCE
COLLEGE

Fall 2020 Providence College Events Guidelines and Manual of Safety Protocols

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Introduction to Protocols for College Programs

The College is implementing a new campus events protocol for meetings, events, spiritual programs, and off-campus activities in adherence with Rhode Island State guidelines on gatherings, and other COVID-19 related concerns for the health and safety of the Providence College community. *While the College expects that meetings and events will be virtual whenever possible, a protocol to hold in-person meetings/events, in line with the current [RI State](#) and Providence College guidelines, is included in this document.* Public health requirements and guidance could change rapidly and may affect planning for events. The Office of College Events will continue to monitor guidelines and communicate out to campus organizers.

Guidelines for programs will strive to:

- Maintain community, spiritual, and social needs
- Devote special attention to first-year students
- Meet all College, RI, and U.S. physical distance guidelines and recommendations

Risk of COVID-19 spreading at events and gatherings per CDC

- Lowest risk: Virtual-only activities, events, and gatherings.
- More risk: Smaller outdoor and in-person gatherings in which individuals from different campus groups stay spaced at least 6- feet physical distance, wear cloth face coverings, do not share objects.
- Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6- feet apart and attendees travel from outside the local area.

Fall 2020 COVID-19 Meeting/Event Protocol

Per the new COVID-19 College protocol, faculty, staff, and students who want to plan meetings and events must process *all* requests (**virtual, hybrid or in-person**) via 25Live. A “virtual” space choice has been added to 25Live. This new protocol is intended to ensure that all campus activity is centralized and managed in one location.

- Students will continue to process event activity through the Office of Student Activities and Cultural Programming.
- State Guidelines do not allow for gatherings indoor/outdoor of more than 15 people as of 8.3.20. To hold any in-person gathering event of more than 15 people, activity must be held in a venue where 6- feet of physical distance can be maintained, it should be processed through 25Live and it must be reviewed by the College COVID-19 Event Implementation Team (EIT). This group consists of the Office of College Events, Central Reservations, Student Activities and Cultural Programming, Faculty and Student Leadership, Virus Control, Physical Plant, and Security.

Meeting Protocol

- College business meetings (internal, department level) should continue to take place in a virtual setting until further notice.
- Gatherings or meetings of more than 15 people in any space should not occur unless approved by the COVID-19 Events Implementation Team (EIT). Process for approval is included in this document.

Virtual Meetings/Events Guidelines

- Departmental or operational business meetings can use the college Zoom or Teams for virtual meetings without scheduling in 25Live. Instructions for resources are found on the College's IT (Information Technology) Training and Technology Remote Workshops page <https://friarsprovidence.sharepoint.com/>.
- Any virtual meeting or event that is to be marketed across the PC community, requires the resources of IT, Marketing & Communications, College Events, includes an external speaker, and/or will be opened to social media or members of the outside community, MUST be entered in 25live as a virtual event request.
 - Event requestor should select the “virtual” space choice in 25Live.
 - All virtual space requests will receive a confirmation email from Central Reservations.
 - Should a virtual event conflict with existing College Speaker Policy or another major College event, College Events will be supplying information/alternative options.
 - Virtual Events that include an external speaker, performer, entertainer, that is NOT part of an academic curriculum, must adhere to the [College's Speaker Policy](#).
 - [The Guide for Virtual Events resources](#) includes a helpful procedure for acquiring and usage of College technology.

In-Person Event Protocol

In-person gatherings will require approval and will be extremely limited to mitigate risk of spread to the community.

- These gatherings should be within federal, state, and municipal guidelines and should only take place when 6 feet of physical distance can be supported.
 - <https://reopeningri.com/>.
- Limited in-person gatherings, with restrictions, will be allowed on campus, with an approved space reservation and approval from the PC COVID-19 Events Implementation Team (EIT).
 - Except for Admissions visitation groups and other pre-approved rare exceptions, external constituents are asked not to be on campus for events this semester.

- External speakers, entertainers, performers, or guests will be considered on a case-by-case basis as part of an in-person proposal in Fall 2020. The College discourages this practice currently.
 - If the requestor's divisional vice president approves an exception about external guests, the request should be sent in writing to Deirdre Driscoll-Lemoine, Director of the Office of College Events at dadrisko@providence.edu.
 - Event vendors will also require pre-approval from the Office of College Events.
- Mitigation measures will operationalize to include physical distancing, student, and employee screening, contact tracing, limited group sizes, masks, and a strict cleaning regimen.
- Due to revised academic schedules, static room set-ups, capacity limits, cleaning protocols, etc., campus spaces available for meetings or events will be assigned and limited during this time.

Faculty/Staff In-Person Event Approval Process

- All physical space requests for in-person events will require completion of an event proposal in 25Live and through the College's new PC Central system at least 3 weeks in advance of the event date.
 - In-person event proposals will require the requestor to enter the information in 25Live. The requestor will then be routed to the PC central form for submission. The event organizer will need to acknowledge the agreement to execute in alignment with College safety guidelines.
 - These include but are not limited to *wearing masks, physical distancing, gathering size limit*, outlined on <https://reopen.providence.edu/health-safety/>
- The EIT will review proposals weekly and will accept, deny, or give direction on proposals for in-person events within seven (7) business days of proposal submission.
- The faculty or staff member requesting a space in 25Live will need to ensure the requirements are met, communicated, and/or followed. A responsible party, who is prepared to be on site to check-in and screen attendees for wellness, should be named in the proposal.

Student In-Person Event Approval Process

- Student event proposals will continue to be reviewed by the Office of Student Activities and Cultural Programming, with COVID-19 event restrictions addressed.
- Students who would like to hold in-person club meetings and/or events will need a rationale of why their meeting and/or events cannot be held virtually.
- Only virtual and campus hybrid and in-person programs are allowed for the fall semester. See below regarding off-campus events.
- Students will send all proposed events through the PC Central Event Registration Form which can be found [here](#).
 - The Office of Student Activities and Cultural Programming will review forms and will accept, deny, or give direction on proposals for in-person events within (7)

business days after consulting the designated funding approver (Student Congress Treasurer, Board of Multicultural Student Affairs Treasurer, Department Advisor, etc.), Office of the Dean of Students, and General Counsel as necessary.

Student-Sponsored Off-Campus Events

- Off campus events are not allowed during the fall semester.
- Travel service programming is not allowed for fall semester.
 - Exceptions can be made by Pam Tremblay and Carlene Fonseca- Co-Chairs of the Service Board.

Gathering Sizes

- The College will follow the guidelines recommended by the State of Rhode Island. A snapshot is found [here](#).
- The event organizer must be prepared to adjust planning and execution should these guidelines change.

Phase III Revised: Picking Up Speed

Public health guidance must still be followed: Mask-wearing, social distancing, sanitation and screening are key to stopping the spread of COVID-19. Setting-based public health protocols (table spacing, etc.) from Phase II remains in effect for Phase III.

| | Social gatherings | Public events and venues of assembly | Other places of public interaction (businesses, cultural institutions, outdoor recreation) |
|---|--|---|---|
| Examples include | Weddings, parties, networking events | Performances, festivals, religious services | Retail, restaurants, gyms, museums, close-contact business, office-based businesses, parks, beaches |
| Limits for indoor settings | <ul style="list-style-type: none"> • Limit of 15 people • Exception: Social gatherings with licensed catering can have 50 people • The smaller the group, the lower the risk | <ul style="list-style-type: none"> • Limit of 125 people • Up to 66% capacity with 6-foot spacing | <ul style="list-style-type: none"> • Indoor venues operating at a percent capacity in phase 2 can increase up to 66% capacity with 6-foot spacing • Indoor venues operating at a square footage capacity in phase 2 can increase up to 1 person per 100 square feet with 6-foot spacing |
| Limits for outdoor settings | <ul style="list-style-type: none"> • Limit of 15 people • Exception: Social gatherings with licensed catering can have 100 people • The smaller the group, the lower the risk | <ul style="list-style-type: none"> • Limit of 250 people • Plans required above 250. Masks must be worn. Social distance must be maintained. | <ul style="list-style-type: none"> • 6-foot distancing and all other public health guidance must be followed |
| Additions to Phase 3 in accordance with above rules | | Provided 6-foot spacing is maintained: <ul style="list-style-type: none"> • Outdoor and indoor event venues can open at 66% capacity | Provided 6-foot spacing is maintained: <ul style="list-style-type: none"> • Seated venues, including movie theaters, can open at 66% capacity • Free-flowing venues, including bowling alleys, arcades, museums and cultural institutions can open at 1 person per 100 square feet |

https://reopeningri.com/wp-content/uploads/2020/07/Updated-Phase-3_7.31.20.pdf

Classrooms as an Assembly Venue

- The State of RI has decided that Providence College classrooms can be considered venues of assembly rather than social gatherings since large lecture classes tend to be less interactive than social gatherings. Allowable capacities will be pre-determined and noted in 25Live.
- Based on the executive order for Phase III guidelines related to venues of assembly, the maximum capacity of a classroom can be increased if and only if ALL the following measures are met.
 - Note from State: *Please note that the measures described below are the maximum allowable capacity; institutes of higher education are expected to convene smaller groups and classrooms whenever possible.*
 - 6-foot physical distancing between students and staff always
 - Room capacity that is the lower of:
 - Up to 66% maximum fire code capacity with 6- foot spacing, OR
 - Up to 1 person per 100 square feet with 6- feet spacing
 - Room capacity not to exceed 125 people
 - Appropriate wearing of face masks
 - Cleaning of desks/spaces after class ends and before next class begins.
 - Assigned seating; Well-choreographed movement during entrance to and exit from classroom to support 6-feet physical distancing.

Approved In-Person Events Guidelines

- Event organizers must follow Providence College COVID-19 Health and Safety Guidelines to hold the event <https://reopen.providence.edu/health-safety/>.
- Central Reservations will assign a room for all approved in-person events based on room set-up needs included in the proposal, and space availability. A list of occupancies and available venues for events will be posted on the 25Live site by August 20.
 - Faculty/staff/student sponsored in-person events will require electronic registration. Student events will require a pre-registration whenever possible/appropriate. The faculty/staff/student member who requested the space will receive instructions on how to use required registration and check-in software.
 - A full roster of registrants (including staff) for contact tracing should be sent to College Events for faculty/staff sponsored events or Student Activities and Cultural Programming for student programs by the end of business, three (3) days prior to your event.
 - Consider a virtual component or filmed activity sent as a follow up correspondence for those unable to attend in-person.

- Plan to send a confirmation to all attendees the day prior to the event with specific COVID-19 instructions about arrival to the event. Promote messages that prohibit people who are sick or who may be more vulnerable due to underlying conditions to not attend in-person events-- but to attend virtually when available.
 - If a member of the PC community plans to attend an event regardless of size, they must be notified to the following:
 - Stay home if ill.
 - Face coverings are always needed when not eating.
 - Cover coughs and sneezes with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough, or sneeze into your elbow, not your hands.
 - Wash hands often with soap and water for at least 20 seconds, especially when using restrooms, before eating; and after blowing nose, coughing, or sneezing.
 - Avoid close personal contact with people.
 - When greeting people avoid handshakes and hugs.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
- Develop flexible refund policies for participants.
- Follow all signage protocols promoting safe physical distancing and event protocols.

Logistics Guidelines for Organizers

- Produce on-line registration and electronic check-in all guests for contact tracing purposes
- Plan for health screening/tracking of all attendees
- Physical space-related
 - Several function spaces will be assigned for permanent sets, in compliance with size restrictions and physical distancing requirements. These spaces will be used to support all hybrid virtual/in-person meetings and will be listed on the 25Live site.
 - Central Reservations will assign rooms to groups based on size, set-up, ability, and sanitation capabilities, as opposed to requestor preferences, and name closest isolation areas should someone become ill.
 - Events personnel in both Student Activities and Cultural Programming and the Office of College Events will work with Physical Plant/Facilities staff to create physical distancing spaces/furniture, arrange for cleaning, sanitation, hand sanitizer, one-way traffic flows for entries/exits, signage, etc.
 - Event organizers must be present, be COVID-19-educated and ensure adherence to guidelines and crowd controls are in force.
 - Audio/visual needs should be communicated to AMS directly; virtual component should be available for guest accessibility.
 - Security, traffic control plan should be arranged with Student Activities & Cultural programming or the Office of College Events.

- All outside vendors and service providers will be need to be thoroughly vetted (by College Events or the Office of Student Activities and Cultural Programming and required to provide the College with a COVID-19 Response Plan, including daily approval to come onto the campus. Organizers should ensure vendors:
 - Contracts should ensure that vendors are checking their staff for symptoms.
 - Detailed cleaning procedures should be provided.
 - Staggered set-up hours; must notify both program planner and security of presence on campus.
- Providence College Catering COVID-19 Guidelines and Procedures
 - Sodexo encourages all campus partners to continue to use the preferred method when placing orders:
 - Web: pccatering.catertrax.com
 - [Email: catering@providence.edu](mailto:catering@providence.edu)
 - Phone: 401-865-2314
 - Sodexo asks organizers to call or e-mail to make an appointment for consultation.
 - There is a new *Simply to Go Catering* menu available to all students, staff, and faculty groups on campus that supplies a wide array of boxed, prepackaged meals or snacks. These options supply a safe alternative to buffet style or plated meals. Our FLAVOURS and ELEMENTS menus are also still available for ordering, although there may be some restrictions.
 - Upon the placement of orders, the Catering Director or Manager will review all events to ensure team can execute the function within the Rhode Island Board of Health Guidelines while also adhering to any Sodexo or Providence College guidelines. Sodexo will reach out to the organizer to confirm all the details.
 - Passed appetizers are discouraged. However, the catering team will work discuss suitable alternatives.
 - All food items, except for boxed or prepacked items must be served by a catering staff member. There is no longer a self-service choice at any events until further notice. Food items will be served behind glass or plastic barriers and staff will be wearing sole use gloves and masks. Organizers should expect all events that require staff to incur an added cost.
 - EPA approved sanitizing and disinfecting products are used before, during, and after all catering events to ensure the safety of our equipment, staff, and food and beverage product.
 - Beverages may be self-serve provided they are individually bottled or canned or they are served in a touchless beverage dispenser.
 - Organizers are encouraged to choose a paper or plastic service-ware choice which will include pre-packaged cutlery. However, china service will remain available.
 - The catering department reserves the right to deny service at events where the host of the event or guests do not follow State and College guidelines or laws of group size, mask adherence, or any other policies set forth to keep our community and dining service staff members safe.

Other Expectations for Event Organizers/Staff of In-Person Events

- Event planners should consider implementing strategies to encourage behaviors that reduce the spread of COVID-19.
 - Plan to have a mix of in-person and livestream to accommodate accessibility to all constituents.
 - Ensure traffic, screening and registration/check-in encourages 6 feet of physical distance.
 - Implement all signage protocols promoting safe physical distancing and event protocols. <https://providence.tfaforms.net/507>
 - Check-in all attendees for contact tracing and screen for illness. (use [Screening Tool](#) from RI state DOH)
 - Assign seating to ensure physical distance is supported.
 - Ensure all staff and attendees follow these health protocols:
 - Ensure that hand sanitizer is available and used prior to entry and during all events.
 - Face coverings are needed when not eating.
 - Cover coughs and sneezes with a tissue, and then throw the tissue in the trash. If you do not have a tissue, cough, or sneeze into your elbow, not your hands.
 - Wash hands often with soap and water for at least 20 seconds, especially when using restrooms, before eating; and after blowing nose, coughing, or sneezing.
 - Avoid close personal contact with people.
 - When greeting people avoid handshakes and hugs.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
 - Ensure that event speakers have individual microphones that are cleaned before and after each use.
 - Supply one-use event materials.
- Plan for if/when someone gets sick.
 - Advise Sick Individuals of Home Isolation Criteria
 - Communicate to sick staff members that they should not return to work until they have met PC Human Resources criteria for return. <https://reopen.providence.edu/working/>.
 - Isolate and manage those who become ill before, during or after event.
 - Staff and attendees should be informed that they should not come to the event and that they should notify event planners if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a suspected or confirmed case.
 - Immediately separate staff and attendees with COVID-19 symptoms (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a healthcare facility and follow CDC guidance.

- Individuals who have had close contact with a person who has symptoms should be separated, sent home, and recommended to follow CDC guidance for community-related exposure.
 - Work with College Events or Student Activities & Cultural Programming to find an isolation area to separate anyone who has COVID-like symptoms or who has tested positive but does not have symptoms.
- Clean and Disinfect
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not possible, wait if possible. Ensure safe and correct use and storage disinfection products, including storing them securely away from children.
- Notify Health Officials and Close Contacts
 - Event Organizers should notify either the Events consultant in Student Activities or College Events at once for direction. The local health officials, staff, and events attendees will need communication about any case of COVID-19 while supporting confidentiality following the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
 - Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Chapel COVID Protocol

Regularly Scheduled Masses

Masses will follow the Diocese of Providence guidelines, who are working very closely with the Governor's Office; St. Dominic Chapel will have marked seating and roped-off pews to promote physical distancing.

Large Masses

- Large Masses will have a mix of in-person and livestream to accommodate accessibility to all constituents.
- The Chaplain's Office will coordinate with other campus departments for each of those Masses.

Confessions

- Space used for confessions will allow for face-to-face confessions in accord with proper physical distancing.
- Confession behind a screen will also be available.
- The confessional will be set up in such a way as to allow for easy sanitization.

Sign of Peace

- Congregation will continue to refrain from offering the sign of peace.

Collection

- The collection process will be changed to avoid passing the basket through the Chapel.

Communion

- The distribution of the Chalice has stopped for the time being. Communion can be received either in the hands or on the tongue, with preference for the hands.
- The flow of the Communion line has changed, and the congregation will process up to the two Communion stations, with 6-foot distancing between communicants.
- There are ablution bowls and sanitizer at each Communion station if the minister makes physical contact with a communicant.

Weddings:

- Weddings are allowed if the same guidelines for Mass are observed.

Outdoor Religious Services:

Outdoor services are allowed with the permission of the diocese. In an outdoor setting, capacity is limited to the number of persons who can keep physical distancing (six feet without singing or fourteen feet where singing). The number should not exceed more than 250 people without an approved plan from the State DOH and Governor's Office.

Gathering Guidance for Religious Gatherings:

- The live streaming or broadcasting of services is strongly recommended as a safer alternative to in-person gatherings.
https://reopeningri.com/wpcontent/uploads/2020/06/Religious-Service-Phase-3_Final.pdf?189db0&189db0
- All individuals must adhere to physical distance requirements, indoors or outdoors, including 6- feet of space between persons.
- Face coverings are needed following Executive Order 20-30 and any renewal of order.
- Increasing ventilation by holding services outdoors or opening windows and doors is encouraged, when possible.
- Choirs and musical ensembles should be limited. Individuals singing must be at least 14 feet apart from other individuals.
- Attendees should sanitize their hands upon entry to the space of worship.
- Shared ceremonious materials are discouraged (e.g. holy water fonts must be emptied; Rosaries and other objects should not be shared). Hymnals have been removed from the Chapel, and 1-time use worship aids might be provided.
- To facilitate required cleaning and sanitation, it is recommended to plan for sufficient time (e.g. a half-hour period) between each gathering to clean.
- The Chapel and Campus Ministry Center will be cleaned once per day with added touch point cleanings throughout the day.
- To ensure that in-person attendance remains at or below 66% occupancy limits, places of worship are encouraged to have attendees sign up for services in advance through an electronic or telephonic system.
- The development of entry and exit protocols that ensure physical distancing is recommended (e.g. signage or floor markings with one-way aisles, demarcations that show 6- feet physical distancing, and staff directing attendees in high-traffic areas).
- The Chapel should avoid hosting gatherings before or after services.
- Attendees should not interact physically with clergy, staff, or other members of the congregation.
- Communion or group rites and rituals: Religious leaders should decide whether to modify specific religious rites, rituals, and services, consulting with health officials as needed.
- Ensuring that religious leaders always wash their hands or use a hand sanitizer that has at least 60% alcohol prior to conducting the service and Communion.

For information about internal chapel, wedding protocols, and ways to visit the Chapel, please visit St. Dominic Chapel protocols at

<https://missionministry.providence.edu/mission-ministry/chaplain/campus-ministry/worship-2/>.

Off-Campus Events Protocol Fall 2020

Faculty/Staff Sponsored Off-Campus Events

- In rare cases when events are requested to be in-person, and off-campus, both the requestor's direct supervisor and the vice president of the division should approve a request and rationale. Please complete [this form](#) and route to your supervisor.
- If your event is approved, please contact the Office of College Events for guidance on safety protocols, compliance, and liability assessment at the onset of planning to ensure that the event may be safely executed.
- Please also note that the host state where the event is to be held should not be a "hot zone" state where testing is north of 5% positivity. The venue and gathering size for the event should be compliant with physical distance and safety guidelines for both the respective municipality and the state. Be advised that if the host state becomes a "hot zone" state during the planning or execution of the event, the sponsor should be prepared to cancel the program. Hot Zone states are listed here: <https://www.cdc.gov/covid-datatracker/#cases>

Sources: WHO, CDC, RI Department of Health, Providence College proposal to state, COVID Events subcommittee, NACA, ACCED-I, RI colleges and BIG EAST Event Task Force

CTF Approval 8.11.20