

The background image shows a large crowd of people at an outdoor event on a university campus. In the foreground, several people are seen from behind, holding yellow plates and food. The crowd extends into the distance, with people walking and talking. In the background, there are several university buildings, including a prominent one with a curved facade and large windows. The sky is clear and blue. The text is overlaid in the center of the image.

University of Idaho COVID-19 Event Guidelines

September, 2020



GENERAL EVENT GUIDELINES



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The below information should be taken into consideration when planning any event on the University of Idaho campus:

- Event planners should create a plan for educating staff and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. Ensure staff and attendees know that if they get sick at the event, they should notify event administrators.
- Event organizers should focus on ways to limit people's contact with each other by providing a socially distant atmosphere. This can be done by:
 - Limit attendance or seating capacity or host smaller events in larger rooms.
 - Block off rows or sections of seating in order to space people at least 6' apart.
 - Use multiple entrances and exits and discourage crowded waiting areas.
 - Eliminate lines or queues IF POSSIBLE or encourage people to stay at least 6' apart by providing signs or other visual cues such as tape or chalk marks.
 - Prioritize outdoor activities where social distancing can be maintained as much as possible.
 - Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.
 - Consider limiting event attendance to staff and attendees who live in the local area to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, inform attendees in advance so they can make an informed decision whether they will participate.
- Face masks shall be required in all University of Idaho buildings. Face masks should also be required in outdoor settings where social distancing can not be maintained. The University of Idaho policy relating to the wearing of face masks can be found by clicking [HERE](#).



GENERAL EVENT GUIDELINES

The below information should be taken into consideration when planning any event on the University of Idaho campus:

- Encourage the frequent cleaning of hands by providing hand sanitization stations throughout the event.
- Arrange for the cleaning and disinfection of frequently touched surfaces.
- Things to consider when determining if an event needs to be postponed or canceled:
 - Overall number of attendees or crowd size
 - Number of attendees who are at higher risk of developing serious illness from COVID-19.
 - How close together attendees will be at the event.
 - Amount of spread in local community and the communities from where your attendees are likely to travel.
 - Needs and capacity of the local community and university to host or participate in the event.
 - Consult with the University of Idaho COVID-19 manager and Administrative Operations Event Staff.
- Develop a flexible refund policy.
- Designate a staff person responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person.

KIBBIE DOME SPECIFIC EVENT GUIDELINES



Due to the nature and size of events held inside the Kibbie Dome, the following guidelines are being implemented:

- Thermal scanners will be implemented for all events held in the Kibbie Dome.
- All events held in the Kibbie Dome require reserved seating. No general admission seating is permitted.



ADJUSTED ROOM CAPACITIES & EVENT SETUP

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In order to provide an atmosphere where social distancing can occur, the following will occur:

- All room capacities have been adjusted to accommodate social distancing.
- Non-traditional room setups may further decrease the capacity of each space. Capacity adjustments will be made based upon the requested room setup. Capacity adjustments as a result of room layout will be determined by Administrative Operations Event Staff.
- No event setups will be permitted that do not allow for social distancing to occur. For example, theater setup will be done with 6' between each chair.
- Hand disinfection stations will be placed at the entrance of each event space entrance.
- Cleaning & disinfecting will occur following the use of each event space.
- Face masks are required in all University of Idaho buildings. The University's policy on face mask use can be found by clicking [HERE](#).

ADJUSTED MAXIMUM ROOM CAPACITIES



Meeting Space	Total Square Footage	Adjusted Capacity
Clearwater	1120	30
Whitewater	1676	46
Wellspring	418	11
Vandal Lounge	2320	64
Cedar Grove	994	27
Panorama	1081	30
Aurora	1023	28
Horizon	1013	28
Crest	1121	31



ROOM CAPACITIES BY SETUP TYPE

Meeting Space	Theater	Classroom	U-Shape	Open Square	Dining
Panorama	16	10	9	12	15
Whitewater	16	10	9	12	15
Clearwater	16	10	9	12	15
Clear/White Combo	29	19	19	22	27
Crest	16	10	9	12	15
Horizon	16	10	9	12	15
Aurora	16	10	9	12	15
Crest/Horizon	29	19	19	22	27
Horizon/Aurora	29	19	19	22	27
Summit	41	28	28	31	36
International Ballroom	220	96	-	-	144
Vandal Ballroom	112	56	-	-	48
Memorial Gym	Call For Info				
Kibbie Dome	Call for Info				
ISUB Atrium	Call for Info				

*The following spaces are temporarily only available in theater style setup due to being converted to classroom space; International Ballroom, Vandal Ballroom, Clearwater, Whitewater

**The following spaces are temporarily unavailable; Wellspring, Chiefs

***For non-traditional room setups, please 208-885-2223 for capacities.

****All events held inside the Kibbie Dome are subject to thermal scanning implementation and restrictions. Additional planning is also required. Please reach out to AdminOps event staff for more information.



CATERING GUIDELINES



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Prior to determining if food & beverages will be provided, the following guidelines should be followed:

- Consult with Vandals Dining (208-885-6070) far in advance. In most instances, the service of food is currently restricted to prepackaged items only.
- When food & beverage is served, attendees must remove their face coverings to consume these products. As a result, this increases risk of exposure for all attendees. Therefore, if indoors, thermal scanning must occur for all attendees and staff. This can be accomplished by doing the following;
 - Contact Administrative Operations (208-885-2223) to schedule event staff to conduct thermal scanning at your event.
 - When conducting temperature checks, a face covering and gloves shall be worn at all times.
 - Attendees who are identified as having a body temperature of 100.4 or higher will not be permitted to attend.



TABLING GUIDELINES

TABLING SPACE GENERAL GUIDELINES



- Reservations of tabling spaces may be done online by clicking [HERE](#).
- All tabling events must occur in the location confirmed via the space reservation confirmation provided when the space was reserved. Requests to change locations must be made in advance and approved in writing.
- All outdoor tabling spaces are 10'x10' in size. Size restrictions will be enforced. No exceptions to this policy will be made. If more than a 10'x10' space is needed, reservations of an adjacent space can be made.
- All indoor tabling spaces are 8' in width and many not extend so far out to impede the flow of traffic or that fire code regulations are being violated.
- Tabling reservations come with a single 8' table and 2 chairs. Additional needs must be requested in advance and fees may apply.
- Canopies may be used outdoors. Canopies must be weighed down at all times. AdminOps reserves the right to require canopies to be removed at any time.
- Amplified sound may not exceed 70db. Violation of this policy may result in discontinuation of the use of amplified sound.
- All tabling spaces must be completely vacated at the scheduled reservation time. If the reservation extends beyond one day, the space must be cleared at the end of each day. No leaving tables, chairs or other product/equipment overnight.
- Service and/or sales of food/beverages must be approved by Vandals Dining. Please contact them by calling 208-885-6070.
- A fee of \$25 will be charged to University of Idaho student organizations and departments if a reservation is made and not used.

TABLING SPACE COVID-19 GUIDELINES



The following policies and procedures are in place until further notice:

- All staff/volunteers working at a tabling space must wear a face covering at all times.
- Hand sanitizer must be provided by the organization holding the space reservation. The hand sanitizer must be kept stocked and made available to all staff/volunteers and patrons at all times.
- Consistently monitor and encourage staff/volunteers and patrons to maintain social distancing.
- No giving away or selling food, candy or beverages.
- Go paperless as much as possible. Limit handing out paper, swag, or other items. Encourage taking photo's of information when possible as well.