

Campus Events Guidelines (modified September 4, 2020)

The [Texas Tech Commitment](#) is our institution's pledge to create a safe campus environment for students, faculty, and staff as we navigate the COVID-19 pandemic.

As part of that commitment, [Student Affairs](#) and [Auxiliary Services](#) offer the following guidance for hosting on-campus meetings, events, and programs. Implementation of these public health guidelines for on-campus events will help keep our university and community safer, limiting the spread of COVID-19.

This is an evolving situation. The guidance included in this document is adapted from recommended practices, and will be updated as additional information becomes available from the Centers for Diseases Control and Prevention (CDC), the state, and Texas Tech University, especially in the areas of capacity and attendance limits.

General Recommendations for Meetings, Events, and Programs

1. Campus events will be conducted in accordance with the [TTU System Campus Event Policy](#). Any plans for an event with attendance over 100 must be submitted to the Office *of the* President to request an exception.
2. Meetings, events, and programs of any size should be reconsidered. Use discretion to minimize all in-person meetings and consider virtual or hybrid delivery. See Appendix B for a list of considerations to determine the necessity of your event.
3. Registered student organizations must follow event guidelines outlined in the TTU Student Org Quick Guide for events during the fall 2020 semester. See Appendix F for TTU Student Org Quick Guide.
4. Event and program modifications to be considered include:
 - a. Holding events and programs outdoors, if possible, or in well-ventilated spaces that provide 6 feet of physical distancing
 - b. Providing handwashing and/or sanitization stations
 - c. Regulating the flow and density of people entering, attending, and departing the event or program (e.g. staggering arrivals, pre-registering attendees, numbering entries, designating seating, marking the floor). Pay careful attention to potential crowds at arrivals and departures.
 - d. See Appendix B for other creative event or program alternatives and modifications.
5. Risk assessment for each event should be completed by organizers, including assessment of the following: interactions among attendees, target audience, and location layout.
6. Attendees at heightened risk for severe illness due to COVID-19 should be warned of risks and provided guidance (See listing on page 3).

7. Reservations or RSVPs are encouraged for all meetings, events, and programs. Pay careful attention to check-in desks that they do not form lines and/or crowds.
8. Keep a list of those in attendance at meetings, events, and programs for tracing purposes.
9. Emphasize 6 feet of physical distancing between all attendees.
10. Use of mask/facial covering is required for all on-campus meetings, events, and programs including outdoor activities when physical distancing of at least 6 feet is not maintained at all times. Organizers should be prepared to provide disposable masks for participants. If a participant does not want to wear a mask/facial covering, they should be denied admission to the event. However, some students, due to a hearing impairment or other health related conditions, may have the need to wear a clear plastic face shield instead of a face mask. Students needing this accommodation should register with the [Student Disability Services](#) and provide the appropriate documentation supporting this request. Organizers should model appropriate behavior by wearing facial coverings at indoor and outdoor activities.
11. Food service (both catering and pre-packaged items) is prohibited at all on-campus events at this time.
12. Organizers should complete the [COVID-19 awareness training](#) provided by EHS. Student training for COVID-19 safety will be available through the [Risk Intervention & Safety Education \(RISE\) Office](#) in August.
13. Follow participant capacity limitations and any other guidelines set forth by [Texas Tech University](#).
14. Follow other safety protocols described below.

Know the Risks

Organizers should know and understand the risks associated with hosting an in-person meeting, event, or program and communicate those risks to attendees. (See Appendix A for more information about event and program communication).

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and/or COVID-19 spreading. If individuals are wearing masks/facial covering and practicing 6-foot physical distancing, the risk will be lower. Risk becomes elevated when one or more parties are not wearing a mask/facial covering and are within 6-feet of each other for a duration greater than 15 minutes.
- The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.

According to the CDC, the risk of COVID-19 spreading at meetings, events, and programs increases as follows:

- **No risk:** Virtual-only activities, events, and gatherings.
- **Low risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
- **Medium risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart, wear mask/facial covering, do not share objects, 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.

While COVID-19 carries a low mortality rate (1% or less) in the young, otherwise healthy adolescent and young adult populations, it is important to understand that morbidity and mortality dramatically rise in the instance of risk factors.

Individuals most at risk include:

1. Age 65 or older;
2. Immune suppression: alcoholism, HIV/AIDS, cancer treated in the past year, organ transplant recipients, inflammatory bowel disease, use of immune-suppressing medications;
3. Chronic disease: diabetes mellitus types I or II, heart disease, lung disease especially asthma or COPD, liver disease, kidney disease;
4. Morbid obesity, defined as Body Mass Index > 40 kg/m²;
5. Pregnancy; and
6. Other: The [American College Health Association](#) (ACHA) identifies additional at-risk groups. These include Student Health Services staff, first responders, Residence Advisors, students living on campus, student athletes, and Greek/FSL life students and recruitment participants.

Recommendation: Faculty, staff, and students with these risk factors and/or diagnoses should work with their supervisor and Human Resources or Student Disability Services for any required accommodations.

Facility Considerations

Maximum attendance numbers for on-campus meetings, events, and programs held indoors should be adjusted accordingly with attention to classrooms, meeting rooms, lodges, dining facilities, on-campus facilities and other high-traffic areas based on the CDC, state, and Texas Tech University. If planning an event or program off-campus, additional approval should be obtained by the appropriate department director. If the off-campus event is sponsored by Texas Tech University or using Texas Tech University resources, all event guidelines contained in this document should be followed. Registered student organizations planning to host off-campus events must follow the TTU Student Org Quick Guide (See Appendix F for additional information).

Essential University-sponsored conferences, events, and programs may resume with maximum attendance at 50% of room space capacity. Registered student organizations may resume meetings and events with maximum attendance at 50% of room space capacity not to exceed 50 people. As outlined in the TTU Student Org Quick Guide, requests may be submitted to exceed the maximum number of 50 people through the Center for Campus Life (See Appendix F for additional information).

Given the proper physical distancing and occupancy restrictions, event organizers should expect to reduce the total number of participants at the event location. It is recommended to increase the duration of events and segment activities into shifts for participants and rotate event staff accordingly. NOTE: If segmenting events or hosting multiple smaller events in lieu of one larger event, space out start times so that there is not an overlap of departures and arrivals and so that organizers have adequate time to sanitize shared surfaces and/or materials.

Selecting a Facility/Space

1. Consider virtual options, such as Microsoft Teams, Blackboard, Zoom, social media, and video chats. New users may want to contact [TTU Information Technology](#) for assistance and to ensure best practices are followed.
2. Utilize well-ventilated spaces, including outdoors.
3. Choose a room or space large enough to prevent crowding for the expected attendance. All attendees must wear appropriate facial covering and should maintain physical distance of 6 feet or more before, during, and after the event.
4. Outdoor events and programs should minimize in-person contact between participants. 6 feet of physical distancing and use of masks/facial coverings during outdoor events are required. There are state guidelines on outdoor gatherings over 10 people. On-campus outdoor events and programs planned to exceed 10 people must be approved by the appropriate administrator (i.e. director) and TTU Grounds Use Committee. This includes registered student organization events and programs.
5. Coordinate enhanced cleaning in advance of the event on campus with the Operations Division or Auxiliary Services. See Appendix A for CDC recommendations on deep cleaning for meeting spaces and homes.

Modified Layouts

1. Limit attendance or seating capacity to allow for physical distancing or host smaller events in larger rooms.
2. Use multiple entrances and exits and discourage crowded waiting areas.
3. Block off rows or sections of seating to space people at least 6 feet apart. In addition, the first row of seating should be blocked and there should be 10 feet of space provided between the person speaking and those attending.
4. Eliminate lines, if possible, or encourage people to stay at least 6 feet apart by providing signs, stanchions, or other visual cues such as tape or chalk marks.
5. Prioritize outdoor activities where physical distancing can be maintained as much as possible.
6. Offer online attendance options in addition to in-person attendance to help reduce the number of attendees and allow for those at higher risk for severe illness due to COVID-19 to participate in campus activities and events.
7. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).

Safety Protocols

For gatherings of any size, the following guidelines should be followed to lower risk and prevent spread of viruses.

1. Masks/Facial Coverings

- a. Use of masks/facial coverings will be required in accordance with the university's [Facial Covering Policy](#).
- b. Organizers should be prepared to provide disposable masks for participants. If a participant does not want to wear a mask/facial covering, they should be denied

admission to the event. However, some students, due to a hearing impairment or other health related conditions, may have the need to wear a clear plastic face shield instead of a mask. Students needing this accommodation should register with the [Student Disability Services](#) office and provide the appropriate documentation supporting this request.

- c. Speakers and performers may not be required to wear a mask/facial covering so that participants are able to clearly understand them and for the benefit of the hearing-impaired, only if appropriate distance (recommended 10-feet) and safety measures are in place.

2. Physical Distancing

- a. Encourage physical distancing at your meetings, events, and programs of at least 6 feet apart between all participants.
- b. Consider using barriers such as stanchions, directional signs, as well as other spacing indicators. If distance markers are not available, the 6-foot range can be approximated by two participants extending their arms without touching.
- c. Special attention should be given to maintaining physical distancing in areas commonly known to be high traffic in buildings such as entrances and departure sites.
- d. Students, staff, and faculty should strongly discourage hand shaking and fist-bumps. In other words, limit person to person direct contact.

3. Hand Sanitizer/Hand-wash Stations

- a. There is increased availability of hand-hygiene stations throughout campus buildings and meeting areas.
- b. Ensure access to hand-washing stations and/or hand sanitizer, and provide additional sanitization stations as needed, particularly at outdoor events where permanent hand-hygiene stations are not available.

4. Health Screening

- a. In accordance with the [Texas Department of State Health Services](#), all event organizers and volunteers should conduct a self-assessment for COVID-19 symptoms and have their temperature checked. Please see the [TTU COVID-19 Management System](#), which includes self-assessment tools. Appendix C contains additional resources.
- b. Restrict access to any person exhibiting symptoms such as coughing and/or elevated temperature (100 degrees Fahrenheit or higher) or persons who have come in close contact with someone with confirmed COVID-19.
- c. If an event organizer, volunteer or participant is symptomatic, identified as at-risk, or if there is a presence of fever (100 degrees Fahrenheit and higher as screened with no-contact thermometers), a mask should be given to the individual, if not previously wearing one, and the individual is advised to do the following:
 - i. Students should immediately isolate and call Student Health Services at 806.743.2848 or their healthcare provider if they need to be tested, are showing symptoms, or think they have been exposed. If/when they receive a positive test, it should be reported to the [TTU COVID-19 Reporting Form](#).
 - ii. Employees should immediately isolate and call their healthcare provider or the TTU Faculty & Staff Clinic at 806.743.2345 if they need to be tested, are showing

symptoms, or think they have been exposed. If/when they receive a positive test, it should be reported to the [TTU COVID-19 Reporting Form](#).

- iii. Campus visitors should immediately isolate and call their healthcare provider if they need to be tested, are showing symptoms, or think they have been exposed.
- d. Please encourage all students, staff and faculty feeling sick to stay home instead of attending a student organization meeting or gathering.

5. Signage/Announcements

- a. Display signage throughout meeting areas and on-campus buildings (especially at entrances/exits and restrooms for meeting areas) to educate and promote the importance of hand hygiene, cough/sneeze etiquette, and symptom recognition. Recommended signage is available through Texas Tech [Environmental Health & Safety](#), as well as [Texas Tech Commitment](#).
- b. Make announcements as appropriate to remind participants about the importance of exercising responsible behaviors to prevent the spread of COVID-19.
- c. If possible, send communications to registered participants in advance of meetings to inform them of safety protocols and risks associated with attending.

6. Gloves/PPE

- a. The use of gloves is appropriate when distributing items or handling shared items at an event (such as check-in equipment, agendas/handouts, giveaway items, food, etc.)

7. Cleaning

- a. There is a campus-wide effort to increase sanitation of university facilities and promote public health practices.
- b. Organizers should also plan to clean high-touch surfaces, such as tables, chairs, pens, clipboards, etc. throughout the event duration with appropriate cleaners and disinfectants (such as sanitizing wipes).
- c. Read the label to make sure cleaning products meet your needs, and always follow the directions on the label.
- d. If appropriate, organizers may want to provide cleaning products for use by attendees.

8. Exchange of Money

- a. It is strongly suggested for fundraising activities to not collect physical currency onsite and to use some type of online payment service. Departments should contact [Cash Management Services](#) for assistance needed with merchant IDs and credit card payments.
- b. If a cashbox is used, it should be setup away from any interactive area with participants.
- c. Staff or persons handling currency should wear disposable gloves as an added precaution.

9. Food

NOTE: Food and beverage service (both catering and pre-packaged items) is prohibited at all on-campus events at this time. Should food service become permissible, updated guidance will be published. Recommended practices include the following:

- a. If food is necessary, distribute only pre-packaged hospitality items. If food is planned to be served, do so only in "grab-and-go" stations.

- b. Pre-packaged items should be pre-cooled and placed on a table for easy access to avoid highly touched areas, such as inside a cooler.
- c. All food service personnel must conduct a COVID-19 survey and temperature check, wear face covering, and gloves.
- d. Hand washing stations or hand sanitizer must be made available at any location distributing food items.
- e. The use of outside food vendors at on-campus events must be approved by [Procurement Services](#) and [Environmental Health & Safety](#) to ensure proper food service procedures are followed.
- f. Organizers should also plan to clean high-touch surfaces, such as tables and chairs throughout the event duration with appropriate cleaners and disinfectants (such as sanitizing wipes).
- g. If appropriate, organizers may want to provide cleaning products for use by attendees to wipe down tables and chairs after use.

What to do if someone presents with symptoms during the event:

- 1. Individuals exhibiting symptoms of illness should not be permitted to enter the event, meeting, or program. Any individual who develops symptoms during the event, meeting, or program should be required to leave.
- 2. Individuals exhibiting symptoms should be instructed to do the following:
 - a. Students should immediately isolate and call Student Health Services at 806.743.2848 or their healthcare provider if they need to be tested, are showing symptoms, or think they have been exposed. If/when they receive a positive test, it should be reported to the [TTU COVID-19 Reporting Form](#).
 - b. Employees should immediately isolate and call their healthcare provider or the TTU Faculty & Staff Clinic at 806.743.2345 if they need to be tested, are showing symptoms, or think they have been exposed. If/when they receive a positive test, it should be reported to the [TTU COVID-19 Reporting Form](#).
 - c. Campus visitors should immediately isolate and call their healthcare provider if they need to be tested, are showing symptoms, or think they have been exposed.
- 3. Participants should not be encouraged to go directly to any health care provider without a phone call prior. Health care facilities need to prepare for the person's arrival.

Appendix A: COVID-19 Information & Resources

[Texas Tech Commitment](#)

[Texas Tech Coronavirus \(COVID-19\) Updates and Information](#)

[Texas Tech Environmental Health & Safety COVID-19 Awareness Training](#)

[City of Lubbock Health Department](#)

[Centers for Disease Control & Prevention \(CDC\)](#)

CDC recommendations on deep cleaning for meeting spaces and homes

- [Recommendations on Deep Cleaning](#)
- [Recommendations Regarding Higher Education](#)

[ACHA for Institutions of Higher Education](#)

Appendix B: Evaluating Event Necessity & Alternatives

Meetings or events of any size should be reconsidered. Use discretion to minimize all in-person meetings and consider virtual or hybrid delivery. Campus events will be conducted in accordance with the TTU System Campus Events Policy [link forthcoming]. Any plans for an event with attendance over 100 must be submitted to the Office of the President to request an exception.

Is your event essential?

Review your answers to the following questions to determine if the necessity of your event:

1. Determine the purpose of the meeting.
2. Could the in-person meeting be changed to a virtual or hybrid meeting to achieve that purpose?
4. What is overall number of attendees or crowd size, including organizers?
5. How close together will attendees be at the event? Do you have space for physical distancing?
6. Does the event target attendees who are at higher risk of developing serious illness from COVID-19?

Event Alternatives/Modifications

If an in-person meeting is deemed necessary, keep the number of attendees small and meet in a large room that allows attendees the ability to practice physical distancing or meet outside practicing physical distancing guidelines.

Event organizers and staff may consider implementing several strategies to maintain healthy operations.

Limited, Staggered, or Rotated Shifts and Attendance Times

1. Consider the length of the meetings to make them no longer than the time needed.
2. Stagger event start times.
 - a. For example, large events could be split into several smaller gatherings with meeting times staggered throughout the day. This would allow for the same experience, but at smaller numbers of people in a safer environment. It would also allow for cleaning opportunities between smaller gathering times.
3. Split the larger meeting into committee groups and host them in different rooms.

Modified Delivery/Activity Ideas

1. If going virtual for a meeting, try different engagement approaches, such as interactive games to kick-off the meetings and keep attendees engaged. (Examples: Quiplash, a home scavenger hunt, random trivia game, etc.)
2. Host activities that encourage less personal contact in groups. For example: instead of basketball, try disc golf or tennis.
3. Paper meetings are meetings that have a list of agenda items people need to know emailed to them.
4. For big-picture topics, one strategy might be to create either very short, prerecorded video content or a TED Talk-style presentation of 15 minutes or less that is engaging and inspirational.
5. For educational topics, break them out into smaller pieces, perhaps more of a video on demand, where the content is prerecorded and can be consumed as needed.

Appendix C: Resources for Event Organizers

NOTE: In most cases, event organizers are responsible for obtaining their own resources, such as PPE and other health-related items. For updates about the resources listed below and where to obtain those items, contact the [Office of the Dean of Students](#).

Waivers

Any use of waivers should be coordinated through the [Office of the General Counsel](#).

TTU Public Health Campaign: Prevention and Education

Ongoing public health campaign materials, such as resource documents, flyers, etc. can be obtained by emailing RISE@ttu.edu. Texas Tech community members, including students, will be encouraged to electronically sign the TTU Pledge, which is a personal commitment to reduce the risk of spreading COVID-19. More information about the TTU Pledge and prevention resources will be available in August. TTU employees and event organizers can obtain [COVID-19 awareness training](#) through Environmental Health & Safety. Texas Tech University students can participate in an online COVID-19 prevention education module that will be available at RISE.ttu.edu in August 2020.

Health Screenings

[TTU COVID-19 Management System Self-Assessment Tools](#)

[CDC Coronavirus Self-Checker](#)

[John Hopkins Coronavirus \(COVID-19\) Self-Checker](#)

[CDC has partnered with Apple to provide a screening application for iPhones](#)

Thermometers

The use of a no-contact thermometer is recommended to screen for elevated temperatures (100 degrees Fahrenheit or higher).

Personal Protective Equipment (PPE)

Organizers should be prepared to provide disposable masks for participants. If a participant does not want to wear a mask, they should be denied admission to the event. However, some students, due to a hearing impairment or other health related conditions, may have the need to wear a clear plastic face shield instead of a mask. Students needing this accommodation should register with the Student Disability Services office and provide the appropriate documentation supporting this request.

Hand-Sanitization

Event organizers and attendees should practice regular hand sanitization and identify a place for frequent handwashing for attendees. If a handwashing station is not available, hand sanitizer stations should be available for attendees.

Event RSVP

[TechConnect](#):

Student organizations can create an Event in [TechConnect](#) and use the RSVP feature. The following links are provided as a resource and are not indicative of an endorsement of one platform over another:

[SignUp Genius](#)

[SurveyMonkey](#)

Appendix D: Education/Communication Considerations

Before Meeting, Event, or Program

- Consider virtual options, such as Microsoft Teams, Blackboard, Zoom, social media, and video chats. New users may want to contact [TTU Information Technology](#) for assistance and to ensure best practices are followed.
- Education and communication from event organizers should include:
 - Acknowledgement that coronavirus is a concern
 - A link to the Texas Tech COVID-19 webpage: <https://www.depts.ttu.edu/communications/emergency/coronavirus/>
 - Advise to stay home if ill (consider refunding ticket costs if someone needs to cancel)
 - Planned prevention precautions
 - Notification that this is an evolving situation and events may be cancelled at any point

During Meeting, Event, or Program

- Display Signs/Posters/Table Tents/Digital images reminding participants of prevention measures.
- Assign a point person for participants to use as a resource should they develop symptoms during the event.
- Announce actions participants should take to protect themselves and limit infection spread at the start and throughout the event.
- Encourage people to replace handshakes with greetings that do not require skin contact.

TTU Commitment Signage

https://texastechuniversity.sharepoint.com/:f:/s/ReopeningCommsMarketing/EtnOBJ7oEBIAvMRIYU6G_EB8-SUEuUL15tCQINTm2VOqQ?e=tW5Xu3

Appendix E: Resource Guide for Campus Event Organizers

Implementing the Facial Covering Policy and Mandatory Masks

The Texas Tech University System has mandated a [Facial Covering Policy](#). In the spirit of shared responsibility, this document provides important guidance to assist campus event organizers with implementation. It is expected that students, staff, faculty, and visitors will comply with the *Facial Covering Policy*.

Q: What strategies should campus event organizers consider when addressing those attending their event about masks and facial coverings?



- When marketing upcoming, campus events, please be sure to include the following language in all printed materials: *Masks or facial coverings are required in all Texas Tech University offices, classrooms, meeting rooms and public spaces, including outdoor areas when social distancing cannot be maintained.* Note: Include language specific to the building you are meeting in.
- Attach signage outside of the meeting space area reminding individuals about the [Facial Covering Policy](#) (if not already placed there by the building personnel).
- Consider keeping meeting spaces and/or event areas closed with visible signage about the [Facial Covering Policy](#) to protect individuals from abruptly entering the event space without a mask/facial covering.
- Please send email reminders to attendees prior to the event or meeting reminding them about the mandated [Facial Covering Policy](#) on campus and encourage them to bring a mask/facial covering with them to the event.
- Please emphasize 6 feet of physical distancing between all attendees at the event or meeting even when attendees are wearing a mask/facial covering.

What guidance is being given to campus event organizers for events taking place on campus?

The Texas Tech University System has implemented a mandatory [University mask / face covering policy](#) to ensure a safe and healthy campus experience. Current research on the COVID-19 virus suggests that there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Because of the potential for transmission of the virus and to be consistent with the University's requirement, students, staff and faculty are to wear masks or facial coverings in all Texas Tech University offices, classrooms, meeting rooms, public spaces, including outdoor areas when social distancing cannot be maintained.

- It is recommended that event organizers bring a limited amount of disposable masks to the event for those who forget to bring them, and place them *outside* of the event space or meeting space in an easily accessed location and provide hand sanitizer nearby.

Q: What strategies are recommended when an attendee at your campus event is violating the [Facial Covering Policy](#)? A: Help to de-escalate the situation and assist in compliance.



Practice what you will say to stay calm, confident, and direct.

- “We have individuals attending this event who are at increased risk for severe illness. If you’d like to come in person, you will be required to wear a mask/facial covering. If you do not want to wear a mask/facial covering, we are happy to send you the minutes of the meeting, or the video of the event, if it will be recorded. The video will be available online for viewing for those unable to attend.”
- “Hi! Do you have a mask? You forgot it. No problem. Here is a disposable mask for you. Please go put one on, sanitize your hands, and you are more than welcome to attend our event.”
- “Welcome! Here is a mask. Please put it on, sanitize your hands, and have a seat. We are just getting started with the meeting. We are so glad you came”
- “I understand that the masks are not comfortable, and I hear that you do not want to wear one. However, it is mandated by the University. To participate in person, you must wear a mask. If you choose not to wear one, I am going to have to ask you to leave the event.”
- “You’re telling me that you refuse to wear a mask. That is unfortunate because we have a lot to cover at the meeting today and you are going to miss it. I need to ask you to leave and I will be happy to email the minutes of the meeting to you.”

Can you help me to help others understand the purpose of the [Facial Covering Policy](#)?

The primary purpose of wearing a mask/facial covering is to reduce the amount of virus spreading from the wearer (who may be an asymptomatic carrier) into the environment and to others.

The secondary purpose of the mask/face covering is to reduce the likelihood that large droplets containing virus that are generated by others may enter the nose and mouth of the wearer. The use of a mask/facial covering does not replace the continued need to maintain physical distances from others, at least 6 feet, but instead augments physical distancing and helps us further reduce the likelihood of virus transmission.

Q: What happens if an event attendee continues to disregard the [Facial Covering Policy](#)?

First and foremost, it is the expectation that we as community members promote compliance and encourage the use of mask/face covering among our peers, colleagues, and guests.

Q: What compliance protocol should event organizers follow with regards to event attendees and the [Facial Covering Policy](#)?

- Event or meeting attendees should acquire and bring with them to campus at least one mask/facial covering. A limited supply of extra masks should be available through the event organizer should an event attendee lose or not have a mask/facial covering with them.
- Mask/facial coverings should follow current [Centers for Disease Control and Prevention \(CDC\) guidelines](#) for personal protective face coverings. Cloth masks need to consist of multiple layers of cloth to increase effectiveness.
- Texas Tech University community members can assist in the enforcement of the protocols outlined in this document by complying with the mask/facial covering policy indoors and outdoors, maintaining physical distance at all times, and encouraging others to do the same.

Q: What should event organizers do if an attendee exhibits symptoms relative to COVID-19?

- Students should immediately isolate and call Student Health Services at 806.743.2848 or their healthcare provider if they need to be tested, are showing symptoms, or think they have been exposed. If/when they receive a positive test, it should be reported to the [TTU COVID-19 Reporting Form](#).
- Employees should immediately isolate and call their healthcare provider or the TTU Faculty & Staff Clinic at 806.743.2345 if they need to be tested, are showing symptoms, or think they have been exposed. If/when they receive a positive test, it should be reported to the [TTU COVID-19 Reporting Form](#).
- Campus visitors should immediately isolate and call their healthcare provider if they need to be tested, are showing symptoms, or think they have been exposed.

Important Contacts

<p>Education and Prevention</p> <p>Risk Intervention & Safety Education 806.742.2110</p> <p>Policy Guidance</p> <p>Office of the Dean of Students 806.742.2984</p>
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<p>Safety Concerns</p> <p>Texas Tech Police Department 806.742.3931</p> <p>Student Organization Activities</p> <p>Center for Campus Life 806.742.5433</p>

Appendix F: TTU Student Org Quick Guide

ON-CAMPUS Events for the Fall 2020 Semester

- Try and host events and meetings virtually, if possible. Check out the [Student Involvement Virtual Tips & Resources](#) online on the [Center for Campus Life Website](#).
- **Hosting an Event ON-CAMPUS OUTDOORS?**
 - [TTU Grounds Use committee](#) must approve the event.
 - Event setup must be arranged with appropriate social distancing between attendees, including space for chairs in rows or around tables.
 - You must provide hand sanitizer or hand-washing stations.
 - Do not have overcrowded areas or clusters of people. Enforce physical distancing.
 - **Masks must be worn outside when social distancing cannot be maintained at all times.**
 - Food, to include pre-packaged and grab and go, is not permitted at any on-campus event.
- **Hosting an Event ON-CAMPUS INDOORS?**
 - On-campus events can be up to 50% of the room capacity to not exceed 50 people. To host a meeting that has 51-100 people, you must receive written approval from the Director of Center for Campus Life, [Kimberly Thornton](#).
 - Events more than 100 people must be approved by the President's Office via the Director for Center for Campus Life, [Kimberly Thornton](#). Please email the event request to her. Please email her your event request at least five days before the event.
 - You must provide hand sanitizer or hand-washing stations.
 - Do not have overcrowded areas or clusters of people. Enforce physical distancing.
 - According to TTU policy, masks must be worn on campus inside buildings at all times.
 - Food, to include pre-packaged and grab and go, is not permitted at any on-campus event.
- **For all Events on ON-CAMPUS, Inside or Outside:**
 - Face coverings are required for all indoor events and at outdoor events where a 6-foot social distance between participants cannot be maintained at all times.
 - Event organizers should have a supply of extra face coverings on hand for guests who forget their own.
 - Use [TechConnect](#), [SignUpGenius](#) or another online reservation system to have attendees register to attend.

For more information, please do not hesitate to contact the Director of Center for Campus Life, [Kimberly Thornton](#) or check out the [Center for Campus Life website](#).

For the complete Campus Event Guidelines, please click [here](#).

OFF-CAMPUS Events for the Fall 2020 Semester

- **Hosting an Event OFF-CAMPUS OUTDOORS**
 - The Director of Center *for* Campus Life, [Kimberly Thornton](#), must approve all off-campus events taking place outside from 10-50 people. If approved, she will work with the Mayor's Office to obtain approval for a student organization's event. Please email her your event request at least 10 days before the event.
 - Events of more than 50 people off-campus must be approved by the President's Office via [Kimberly Thornton](#). She will also work with the Mayor's Office to obtain approval for larger events once approved by the President. Please email her the event request at least 10 days prior to the event.
 - Event setup must be arranged with appropriate social distancing between attendees, including chairs in rows or around tables.
 - You must provide hand sanitizer or hand-washing stations.
 - Do not have overcrowded areas or clusters of people. Enforce physical distancing.
 - **Masks must be worn outside when social distancing cannot be maintained at all times.**
 - Pre-packaged and/or grab and go food cannot not purchased using TTU College or departmental funds; however, it can be purchased using club dues or fundraising funds. Attendees must be six feet apart while eating or drinking.
- **Hosting an Event OFF-CAMPUS INDOORS?**
 - Off-campus events can be no more than 50% of the room capacity to not exceed 50 people. Events of more than 50 people off-campus must be approved by the President's Office via [Kimberly Thornton](#). Please email her your event request at least 10 days before the event.
 - You must provide hand sanitizer or hand-washing stations.
 - Do not have overcrowded areas or clusters of people. Enforce physical distancing.
 - According to Texas policy, masks must be worn inside buildings at all times.
 - Pre-packaged and/or grab and go food cannot not purchased using TTU College or departmental funds; however, it can be purchased using club dues or fundraising funds. Attendees must be six feet apart while eating or drinking.
- **For all Events OFF-CAMPUS, Inside or Outside:**
 - Face coverings are required for all indoor events and at outdoor events where a 6-foot social distance between participants cannot be maintained at all times.
 - Event organizers should have a supply of extra face coverings on hand for guests who forget their own.
 - Use [TechConnect](#), [SignUpGenius](#) or another online reservation system to have attendees register to attend.

For the complete Campus Event Guidelines, please click [here](#).