Employee Event Protocol

Last updated: March 4, 2021

4-Step Guide for Employee Event Hosting

Employee and employee hosted and centered events will be considered and may be approved by your respective Dean or VP subject to the parameters outlined below. Events will be limited in terms of the number of external participants and any event with external participants must have a promotional focus that will generate a benefit for the institution.

Virtual events continue to be preferred method of engagement. Any event where the objective cannot be satisfied virtually may be approved to be in-person per the guidelines below.

Step 1: Who is your audience?
- If your audience for the event is current students or prospective students, the event must be approved through the Office of Student Life and Engagement. (See the appropriate rubric below).
- If your audience for the event is faculty, staff, or external guests, this document will outline the requirements for your event.

Step 2: What you should know in advance of planning:
- All events and meetings outside of the classroom must be registered through classroom services to reserve the space.
- Attendance must be taken, documented and uploaded to department BOX files. Event attendance will be used to support contact tracing purposes when necessary.
- A social distancing requirement and plan must be included in any request for an in-person event.
- Face coverings are required for all in-person events taking place on any of the Augusta University campuses or at any external venue for AU sanctioned events. The use of face coverings is in addition to and is not a substitute for social distancing.
- In person events/meetings must take place on-campus or at a pre-approved venue.
  - On-campus events/meetings cannot exceed 50 people total to include facilitators for the event.
  - On-Campus events/meetings cannot exceed any room occupancy guidelines for social distancing set by the Division of Facilities Services.
  - Off-campus events/meetings involving internal or external participants are prohibited until further notice unless specific advance approval has been received from the President/Provost.
  - Outside guests are allowed to participate in events/meetings, provided that the total attendee count is no more than 50 people (total attendees must include one AU staff member). Exceptions may be considered on a case by case basis.
  - Events/meetings may employ an appointment schedule or rotation system if they need to accommodate more than the adjusted room occupancy (such as multiple groups of the adjusted room occupancy). A cleaning routine must be established between groups of attendees.
  - Service vendors are allowed on-campus only when they follow CDC cleaning and physical distancing guidelines.
In-person Employee Hosted Event Purpose

Describe the purpose of the event or meeting. How will it support the university mission, vision, values, and strategic priorities?

Insert description of purpose

Institutional Benefit for In Person Event

Describe how it will be beneficial to the institution for this event to occur in person at this time rather than postponed or offered virtually. We highly encourage organizers to develop hybrid programming for attendees that may not feel comfortable participating in person.

Insert description of purpose

Criteria for In Person Event

Each event must say yes or not applicable to all of these criteria. If any of these are a No the event will be denied.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes = Approve</th>
<th>No = Deny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered one week in advance</td>
<td></td>
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<tr>
<td>Attestation to document attendees in departmental BOX files</td>
<td>Yes = Approve</td>
<td>No = Deny</td>
</tr>
<tr>
<td>Attestation to communicate to all attendees that face coverings must be worn</td>
<td>Yes = Approve</td>
<td>No = Deny</td>
</tr>
<tr>
<td>If food is being served, is it prepackaged or individually boxed</td>
<td>Yes = Approve</td>
<td>No = Deny</td>
</tr>
<tr>
<td>Expected attendance is within stated room occupancy as determined by Facilities Services; listed in EMS and does not exceed 50 guests</td>
<td>Yes = Approve</td>
<td>No = Deny</td>
</tr>
<tr>
<td>If needed, includes a rotational schedule</td>
<td>Not Applicable = Approve</td>
<td>Yes = Approve</td>
</tr>
<tr>
<td>Professional staff member from facilitating Campus department must be on site and available for the entire event.</td>
<td>Yes = Approve</td>
<td>No = Deny</td>
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</tbody>
</table>

The organizer of the event must attest to:

- Register event at least one week in advance
- Take attendance/upload attendance to departmental BOX file within 24 hours following the event
- Require all participants to wear a face covering, and offer a face covering to guests that present without a face covering. (Participants who refuse to wear a face covering must be excused from the event.)
- **Limit attendance to no more than 50 total attendees** for all indoor and outdoor events
  *Exceptions may be considered on a case by case basis*
- Notify leadership and other stakeholders if any changes, including cancellation, are made to this event

**Step 3:** Reserve your space and conduct your event.
To book a room on campus, please follow instructions at [https://www.augusta.edu/its/classroom-scheduling.php](https://www.augusta.edu/its/classroom-scheduling.php).

<table>
<thead>
<tr>
<th>Campus Spaces</th>
<th>Point of Contact</th>
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<tbody>
<tr>
<td>*Jaguar Student Activity Center</td>
<td>Joe Pierce, Student Life &amp; Engagement</td>
</tr>
<tr>
<td>*Maxwell Theatre</td>
<td>Kelly Thomas, Maxwell Theatre</td>
</tr>
<tr>
<td>Other Campus Spaces (including outside)</td>
<td>Classroom and Event Services</td>
</tr>
<tr>
<td>Maxwell Alumni House</td>
<td>Tammy Berry, Protocol &amp; Special Events</td>
</tr>
</tbody>
</table>

*Student events will receive priority scheduling at the JSAC and Maxwell Theatre.

**Step 4:** Upload your attendance and notify departmental supervisor of any challenges or issues that occurred during your event.

Questions or concerns related to in-person events can be directed to Suzanne Tatum, Office of Protocol and Special Events [statum@augusta.edu](mailto:statum@augusta.edu)

Augusta University reserves the right to cancel any or all events up to the last minute depending upon State of Georgia, University System of Georgia, CDC or local city or county mandates. These guidelines are subject to change.