



# AUGUSTA UNIVERSITY

## Employee Event Protocol

Last updated: September 15, 2021

### 4-Step Guide for Employee Event Hosting

Employee hosted and employee centered events are permissible based on the approval protocol established for your college or division.

#### **Step 1: Who is your audience?**

- Department/College sponsored student events and Registered Student Organization sponsored events: <https://augustauniversity.box.com/s/h28z4haiibk5vqfjg2j8kg9jcd52d711>
- **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.
- Events where alcohol will be served must follow the University policy for Service of Alcohol on Campus.
- We encourage organizers to develop hybrid programming options for attendees that may not feel comfortable participating in person.
- Attendance must be taken, documented and uploaded to department BOX files. Event attendance will be used to support contact tracing purposes when necessary
- All individuals are encouraged to wear a mask and continue to social distance from others when possible
- Face coverings are still required in clinical facilities unless otherwise specified. The use of face coverings is in addition to and is not a substitute for social distancing.
- In person events/meetings:
  - On-Campus indoor events/meetings are permissible but cannot exceed any room occupancy guidelines set by the Division of Facilities Services.
  - Outside guests are allowed to participate in events/meetings
  - Events/meetings may employ an appointment schedule or rotation system if they need to accommodate more than the room occupancy. A cleaning routine must be established between groups of attendees.
  - Service vendors are allowed on-campus only when they follow CDC/USG guidelines.

## Approval Rubric

| Criteria for In Person Event  |  |
|---|--|
| <i>Each event must say yes or not applicable to all of these criterions. If any of these are a No the event will be denied.</i>   |  |
| Registered three days in advance  | Yes = Approve<br>No = Deny                             |
| Attestation to document attendees in departmental BOX files   | Yes = Approve<br>No = Deny                             |
| Attestation to communicate to all attendees unvaccinated individuals are strongly encouraged to continue wearing a face covering and to continue socially distancing from others when possible. | Yes = Approve<br>No = Deny                             |
| If food is being served, is it either prepackaged, individually boxed or plated by a server. No self-serve from open containers.  | Yes = Approve<br>No = Deny                             |
| Expected attendance is within stated room occupancy as determined by Facilities Services and listed in EMS  | Yes = Approve<br>No = Deny                             |
| If needed, includes a rotational schedule   | Not Applicable = Approve<br>Yes = Approve<br>No = Deny |
| Professional staff member from facilitating campus department must be on site and available for the entire event.   | Yes = Approve<br>No = Deny                             |

**The organizer of the event must attest to:**

- Register event at least three days in advance
- Take attendance/upload attendance to departmental BOX file within 24 hours following the event
- Communicate to all attendees that unvaccinated individuals need to continue to wear a face covering and continue socially distancing from others when possible.
- 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>.

| Campus Spaces                           | Point of Contact                                |
|---|---|
| *Jaguar Student Activity Center         | Lasherrica Christian, Student Life & Engagement |
| *Maxwell Theatre                        | Kelly Thomas, Maxwell Theatre                   |
| Other Campus Spaces (including outside) | Classroom and Event Services                    |
| Maxwell Alumni House                    | Tammy Berry, Protocol & Special Events          |

\*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.**