

COVID-19 Campus Events Registration Procedure

As of March 5, 2021, the University will allow campus events at 25% capacity. Campus events include in-person gatherings on campus involving students, staff, faculty and members of the public. This form should NOT be used to register meetings that take place during the normal course of business.

The University has outlined the following steps to ensure that COVID-19 policies and procedures are adhered to during campus events. Coordinators of campus events will:

1. Pick an appropriate room with adequate space for anticipated attendees.
2. Register your event on the University's website:
http://go.hssu.edu/rsp_content.cfm?wid=82&pid=1921.
3. Complete the event registration form to include your meeting room location, room number, and capacity limits.
4. Complete a full description of the event and COVID-19 precaution measures that will be implemented during the event.
5. Submit your registration form to EVENTS online at least two weeks in advance.
6. Require advance registration in order to attend the event.
7. Remove your event registration link once capacity is reached.
8. Send event registration list to events 3 days prior to the event. Email list to events@hssu.edu. No last-minute name change can be made unless approved by Events.
9. Make sure your meeting space has adequate sanitization supplies to include hand sanitizer, wipes, mask, etc. Please coordinate with the Facilities department to receive sanitation items one week before your event.
10. Take attendance of all attendees at your event. Your attendance sheet must include their name (first and last), student id number (if applicable), and cell phone number and if they are a campus resident.
11. Plan for and conduct temperature checks upon arrival for all attendees. Please coordinate with the Events department (via email at events@hssu.edu) one week before your event to receive temperature checkers for your event.
12. Monitor attendees throughout the duration of your event and ensure attendees are at least six feet apart at all times.
13. Require attendees to properly wear a mask throughout the duration of your event.
14. If you are notified of a student testing positive for COVID-19 after your event, immediately report the case to Nurse Sullivan (via email at healthservices@hssu.edu) and Dr. Baker (via email at bakers@hssu.edu). If you are notified of an employee testing positive for COVID-19 after your event, immediately report the case to Human Resources (via email at hr@hssu.edu).

We must all continue to do our part to help ensure the well-being of our campus community, including by following this process. Events that do not comport with this process are subject to cancellation. If you have any questions or concerns, feel free to contact Events by email at events@hssu.edu or by phone 314-340-3506.