

## Student Union & Event Services

### Phase 2 Event Guidelines

Consistent with UNLV and the Governor's information provided about recovery and re-entry from the pandemic, SUES is recommending the following guidelines for Phase 2 and the limited re-opening on Monday, July 13<sup>th</sup>:

#### Room Capacities, Set-Ups, Safety/Hygiene, Enforcement

- In the Student Union, occupancy varies by room and set-up, and would not exceed a maximum group size of 50 as currently advised by the governor. This capacity includes any SUES AV or other staff present in the meeting space.
- Each room would be diagrammed and capacities clearly communicated with at least six feet of social distancing for interior locations. Those set-up capacities may vary depending upon the type of set-up (theater style, classroom style, etc.).
  - Some furnishings (like cocktail tables) are not conducive to social distancing and may not be available to groups/guests.
- All Student Union indoor events will require guests to wear masks/face coverings and adhere to social distancing. This will be enforced by SUES. All SUES' employees are required to wear masks/face coverings while on duty.
- SUES-managed indoor events will not allow groups to have participants linger or wait in hallways or other spaces where social distancing cannot be maintained. Individuals will need to wait within conference rooms at the times prior to the event start. No staging or registrations may take place in building hallways or common areas.
- SUES will sanitize all furnishings and AV equipment between reservations for Student Union spaces. Bottles of sanitizer and rags will be available for groups to utilize.
- Due to social distancing, furnishings in the meeting rooms may not be moved or relocated.
- SUES still encourages the primary use of web-based collaboration tools (WebEx, Google Hangouts) for meetings. We will do our best to support joint virtual/in-person meeting needs to the best of our technological abilities.
- Marketing tables are suspended in the Student Union during this phase.
- Student Union event organizers will need to monitor and enforce UNLV guidelines around health and safety.
- Groups or students who do not comply with SUES' policies at this time may result in student conduct documentation, employer notification, or possible termination of the event.

#### Outdoor and Classroom Locations

- Outdoor locations will be set-up with at least ten feet between any tables and 12 feet between any outdoor tents. Lines for tables and queueing will need to be done in accordance with social distancing.
- SUES-managed classroom events will be required to employ the same standards as in-classroom spaces. Mask/face covering use is required and less than 50% occupancy is mandated. SUES will NOT be able to employ cleaning before or between events held in classroom spaces – that will be done in accordance with Facilities Management cleaning policies for campus.

#### Food/Beverage, Vendors

- Vendors who provide rentals and deliveries will need to abide by mask and social distancing guidelines
- Food/beverage services will be managed by Aramark in accordance with their own health and safety guidelines. Buffet-style service may be altered in terms of service needs, pricing, menu selection. It likely moves to pre-packaged and boxed options.

SUES will be sharing these guidelines to other venues and event organizers on campus for their information.

***As our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans will be updated as appropriate.***