

Working Group #3: Student Engagement and the Resident Experience
(Draft as of 7.22.20)

Guidance Regarding Campus Meetings, Gatherings and Events* – Fall 2020

*These guidelines are separate and apart from any guidelines regarding the delivery of academic courses or labs.
(Working document, as of 7-22-2020)

To limit the spread of COVID-19 in St. Mary's and the Bexar County community – and to help hospitals and clinics manage the increase in demand for care – St. Mary's University is restricting in-person meetings and events held on or hosted by offices, departments, registered student organizations, and other community members as follows:

- **State and Local Guidance:** As of July 3, 2020, large gatherings of 100 or more people, whether indoor or outdoor, are prohibited in Bexar County. Additionally, social gatherings, including family gatherings, may not include more than 10 people. (Mayor's Declaration of Public Health Emergency Regarding COVID-19 8th Declaration and Executive Order NW-12 of County Judge Nelson W. Wolff, Issued July 1, 2020).
- Limit in-person meetings, events or gatherings, including all student events, through September 8, 2020 or until such time as the following local metrics related to COVID19 are met and maintained:
 - As reported on the City of San Antonio [Progress and Warning Indicators](#) website:
 - 14 consecutive days of decrease in the number of COVID cases in San Antonio.
 - Increase of San Antonio COVID 19 case doubling time to a minimum of 25 days.
 - 14 consecutive days of decrease in the percentage of tests returning a positive COVID19 result.
 - Additionally, the University will consider the following information:
 - Guidance from the Governor of Texas, as well as local governing authorities (e.g., county and city), and the Center for Disease Control (CDC), state and local health departments;
 - Sufficiency of supplies and personnel including the availability of contact tracing, its capacity and effectiveness; Health care workers specific to COVID-19 operations; and Cleaning supplies, personal protective equipment (PPE), disinfectant, etc.
 - Metrics sufficient to evaluate local and University conditions including University-available capacity for quarantine and isolation for on-campus students and level of spread among faculty and staff necessary to support classes;
 - Level of spread among staff needed to support essential campus functions (maintenance, food service, public safety, etc.) including the level of spread among students (general spread versus localized spread); spread of infection through campus operations (rather than off-campus functions); and local elementary, middle and high school operations.
- **Outdoor Gatherings:** Informal gathering may occur in outdoor locations are permitted provided that gatherings are limited to no more than 10 people. Masks and appropriate physical distancing practices are required.
- **Hosting of In-Person Meetings, Events, and Gatherings:** Once local metrics meet the aforementioned targets as determined by the Office of the President, in-person campus meetings, events or gatherings may resume within the following limitations:

- Masks (or face shields) are required and social distancing measures must be followed.
 - All gatherings are limited to space capacity using social distance measures, and not exceeding the maximum limit set by local government (LINK TO ROOM CAPACITY NUMBERS)
 - Food options must be limited to individual packaged items or catered by Aramark (no self-serve or buffet options).
 - All campus meetings, events and gatherings, including events for or by students, regardless of anticipated attendance, must be approved in advance.
 - Student events (those hosted by Registered Student Organizations as well as other student groups such as peer mentors, resident assistants, etc), must receive approval via RattlerTracks prior to holding the event.
 - Events hosted by University departments and programs not designated as a student organization must submit their request to their respective department's supervising member on the Executive Council for approval. If the event does not meet the above criteria, then the supervising member must seek the approval of the COVID-19 Critical Incident Response Team (CIRT).
- **Athletics:** NCAA competition team activities and contests will follow guidance from the NCAA and Lone Star Conference, or as determined by the Office of the President, due to enhanced health and safety practices necessary to support competition sports.
 - **Intramurals:** In conjunction with the University's decision regarding NCAA Athletics, intramural sports will be limited due to enhanced health and safety practices necessary to support certain athletic activities. Alternative activities will be available virtually during the Fall semester.
 - **Career Services:** External employers and internship hosts should recruit and conduct interviews remotely.
 - **Health Guidance Reminder:** For gatherings of any size, remind attendees of simple measures to lower risk and prevent spread of viruses (wearing masks or face shields, not shaking hands, practicing social distancing, etc). Ensure easy access to handwashing facilities, and that alcohol-based sanitizers are readily available to all participants.
 - **Food and Catering:** Any food available for event attendees must be individually wrapped and packaged, including beverages, or must be provided by Aramark Catering Services.
 - Catering services will be limited to food served individually plated or packaged
 - Self-serve buffet-style banquet service has been suspended.
 - Catered beverages (including coffee) and snack items will be provided by an attendant
 - **Events with invited speakers from off campus** — whether the speakers are international or domestic — should be conducted remotely or, if not possible, postponed or cancelled. The purpose of this guidance is to reduce the chance of transmitting illness into or out of the St. Mary's University community.
 - **Visitors to Campus Attending Events** — St. Mary's focus is to reduce the number of people on campus — including visitors — in order to slow the potential transmission of the virus and protect vulnerable populations from exposure. All members of the St. Mary's University community are

asked to help in this effort and, as such, limit the invitation of guests to the St. Mary's campus for the fall 2020 semester except as necessary to conduct essential University business.

- Event organizers should know and understand restrictions and other considerations based on the COVID-19 status of the areas that participants are traveling from. In particular, anyone intending to visit our campus after recently being in a jurisdiction with [CDC Level 3 travel warning](#) for coronavirus will be required to self-isolate in another location for 14 days after leaving the COVID-19 risk area, before attending any event at St. Mary's University.
 - This also includes visitors who had only a stop-over in a CDC Level 3 location, as well as those who originated from such locations. Organizers should be aware of all visitors scheduled to attend, and assure the visitors are fully aware of University [guidelines](#).
- Additional modifications to campus event and meeting guidelines may be necessary based on local and/or state government directives.

Expectations for In-person Events

The following table outlines the requirements and safety practices necessary to support different types of events typically held at St. Mary's.

| | Physical Distancing | Masks Required | Sanitation Stations | Health Screening at Entrance | Single Point of Entry | ID Card Swipe at Entrance | Required Attendance | Scheduled times for participation | Synchronous Delivery of Program Content | Signage to Promote Physical Distancing |
|-------------------------------|---------------------|----------------|---------------------|------------------------------|-----------------------|---------------------------|---------------------|-----------------------------------|---|--|
| Informational | X | X | X | X | X | X | X | X | X | X |
| Lecture | X | X | X | X | X | X | X | | X | X |
| Community Outreach | X | X | X | X | | | X | X | | X |
| Athletics | X | X | X | X | X | X | | X | | X |
| Intramurals | X | | X | X | | | | X | | X |
| Off Campus / Overnight | X | X | X | X | | X | X | | | X |
| Student Meeting | X | X | X | X | | | | | X | X |
| Student Event | X | X | X | X | X | X | | | | X |

Event Space Capacity

Members of the St. Mary's University community have surveyed every meeting location on campus to determine the COVID10-influenced capacity in each space based on the use of that space (i.e: lecture, meeting, etc). When planning in person events, the following information

outlines the maximum number of attendees based on appropriate physical distance requirements.

| BUILDING | ROOM NUMBER | Lecture Capacity | Board Room | 6' Long Table Capacity | U-Shaped | Workshop | Round/Octagon Tables |
|----------|-------------------|--------------------------|------------|------------------------|----------|----------|----------------------|
| AACC | 2155 | 12 | | | | | |
| AACC | 2160 | 6 | | | | | |
| AACC | 2095 Mvt. Studio | 22 | | | | | |
| AACC | Greehey Arena | 198 floor, 500 total | | | | | |
| AACC | AUX. Gym | 35 Court 1 35 Court 2 | | | | | |
| AACC | Hospitality Suite | | | | | | |
| UC | ALUMNI | 16 | 8 | NA | 8 | 8 | |
| UC | A | 59 | | | | | 50 |
| UC | B | 13 | | | 20 | | 8 |
| UC | C | 8 | 8 | 8 | 8 | | |
| UC | PDR | | | | | | |
| UC | PDR Foyer | | 8 | | | | |

*This list needs to be updated with other campus locations that are typically used for campus programs and events, particularly those hosted by students and registered student organizations.

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