

Highlights: Emory Policies/Guidelines/Protocols for Events/Gatherings Candler Events Procedures Fall 2021

Any of the information is subject to change as conditions change. Always refer to the [Emory Forward](#) site for most current guidance.

Green Operating Condition

Based on current public health and community indicators, Emory will move from a yellow to green operating status on July 1. At that time, campus spaces can return to normal capacity without density restrictions. Signage in these areas will be modified accordingly in the coming weeks. Please note, the University may revert to a more restrictive operating status should future conditions warrant.

Gathering Policy

Effective July 1, Emory will lift restrictions on gathering size, density, and duration for both on and off campus events. Emory Forward will be updated accordingly at that time. Any gathering still will need to adhere with current Emory health and safety protocols, as directed by [University guidelines](#).

Responsibility for Adherence to Infection Prevention Measures

- Every event organizer is responsible for following all current Emory guidelines and policies.
- Mask requirements for certain outdoor gatherings depending on size and density may still be applied by the university. With the highest risk for COVID-19 transmission occurring in indoor settings, and as we continue vaccinating our campus community, **masks are still required at this time, regardless of vaccination status, in all indoor public and common spaces on campus—including classrooms, laboratories, shuttles, and other meeting spaces.**
- Event organizers should be familiar with the infection prevention measures (below) and encourage attendees to practice infection prevention guidelines.
- Disregard for infection prevention measures among attendees may compromise the organizer's ability to continue the current event or schedule future events.

Visitor Policy

Effective July 1, Emory's visitor policy will be revised. Please review the updated policy [here](#).

Mask Policy Reminder

Current mask protocols remain in place. Masks are not required when outdoors on campus; unvaccinated persons are advised to wear masks outdoors when attending a gathering or where physical distancing cannot be maintained. Masks are still required, regardless of vaccination status, in all indoor public and common spaces on campus and in Emory facilities and spaces including classrooms, laboratories, shuttles, and other meeting areas.

Infection Prevention Measures

All attendees at events and gatherings should follow these infection prevention guidelines –
EVENT HOST INCLUDE IN COMMUNICATION TO ATTENDEES:

- Do not come to an event if you are sick or have tested positive for COVID-19.
- Do not come to an event if you have been advised to quarantine or isolate by a health care provider, a public health official, Student Health Services, or the Emory Contact Tracing Team.
- If you develop signs and symptoms of illness while at the event, inform the host, please leave, and seek medical assistance as appropriate. If infected, start contact tracing protocol with host.
- Maintain and follow [physical distancing directives](#).
- Always wear a [face covering](#).
- Wash your hands frequently with soap and water. Use hand sanitizer if soap and water are not available. Hand sanitizer and extra face coverings must be made available for attendees at events.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth when coughing or sneezing.
- In the event that a visitor or any supplier's personnel, who is or has been present or performing services on Emory property, tests positive for COVID-19 within 2 days of being on Emory property, then visitor or supplier shall: (a) immediately notify Emory at the number listed below; (b) take immediate action to quarantine such person and any other personnel who may have come in contact with the person testing positive for COVID-19 and direct them not to come to Emory's campus or a facility; (c) and assist Emory in identifying any other persons on Emory property who may have come in contact with such person. Emory will clean and disinfect all areas any infected person may have contacted on Emory property.

COVID-19 Contact Tracing Line: 404-727-6190

Environmental Cleaning

For all in-person events, high-touch surfaces must be disinfected before and after every event by the event organizer. Cleaning supplies are paid for by Candler School of Theology and are provided in each classroom and meeting spaces in a cleaning supplies basket.

CANDLER EVENT PROCEDURES - FALL 2021

Start Here

List of all events in [25Live](#) FIRST. Log in using your Emory Net ID and PW.

- Each request, whether in draft or confirmed status, when submitted in 25Live populates [Candler's Planning Calendar](#).
 - a. Please refer to the Planning Calendar when selecting event dates and times to avoid conflicts.
- LOCATION SELECTION
 - a. Select the "Th Online" location for virtual events.

- b. Select Theology Locations RARB (Rita Anne Rollins Building), CST, or Cannon space for in-person or the in-person component to hybrid events.
- EVENT PROMOTION
 - a. Events can be promoted on [Candler's Events Calendar](#).
 - b. To trigger publication to Candler's Events Calendar, complete the "event description field" found on the 25Live submission form by including the *event description*, *registration link*, and the *event host email address*.
- Need 25Live account access? Send your Net ID to the [events office](#) to get access to the Theology security group which allows you to request Theology-controlled spaces – RARB, CST, Cannon and Th-Online.

When Planning Program Area meetings for certificate program students and affiliates

- Plan either a Zoom meeting or in-person meeting with all elements of the gathering managed by the Program Area director.
- For an in-person event, use the "[In-person Events Services Request \(ESR\)](#)" Jot form to order food (\$100 minimum) or staging if needed.
- Cleaning supplies are in each room. Hosts are expected oversee the post-event clean-up including food trash deposited in lobby trash bins, and the room reset to classroom style. The event host can assign this task to a student worker or schedule a cleaning service using the ESR form.
 - a. The cleaning service cost is around \$30/hr. per custodial staff person and is billed in 15-minute increments to the speed type provided. This work typically takes less than an hour.

When Planning Program Area Public Events

- **For In-Person Public Events:**
 - a. In-person events can be at full capacity under "Green Status." Masks are required for all indoor events.
 - b. Begin with a planning meeting with the event office before contracting with speakers.
 - c. Use the "[In-Person Events Services Request](#)" Jot form" to schedule food or staging if needed.
 - d. Contact Candler IT directly for [AV and event recording](#).
- **For Virtual Public Events:**
 - a. Use the "[Virtual Event Services Request](#)" Jot form to schedule support services (promotion and technical production)
 - b. Select either Webinar or Hybrid event type
 - c. Public webinar and hybrid events must be captioned. Budget \$300 - \$600 for this service.
 - d. For the in-person component of hybrid events, cleaning supplies are in each room. Hosts are expected to oversee the post-event clean-up, food trash deposited in lobby trash bins, and the room reset to classroom style. The event host can assign this task to a student worker or schedule a cleaning service using the ESR form.

The cleaning service cost is around \$30/hr. per custodial staff person and is billed in 15-minute increments to the speed type provided. This work typically takes less than an hour.

When Planning Institutional Public Events

The events office manages Candler's institutional events.

A first planning meeting is needed between the [Events Office](#) and host.

McDonald Lecture

- In-person or virtual.
- Recorded for evergreen content.

Dean's Lectures

- In-person or virtual.
- Recorded for evergreen content if requested.

Registration

- Request an event registration link through the Event Services Request forms.
 - a. Public in-person and hybrid event registrations require attendees to read and agree to Emory's visitor COVID-19 policies.
- Registration is required for all events for contact tracing purposes.
- Registration for public webinar and hybrid events is required for platform sizing.
- Registration provides data analytics reports useful for future marketing to virtual audiences for validation of return-on-investment (ROI).

On-site Health Precautions

- Masks are required at all indoor events.
- Public events (in-person and the in-person component of hybrid events) registrations require attendees to read and agree to Emory's visitor COVID-19 policies.

Risk Assessment

- Wait to book an international speaker – check Emory's visitor policy closer to event date before purchasing airfare.
- Reputation
 - a. What if you must change dates, or other details – will the audience understand?
 - b. Are speaker contracts constructed to limit liability should conditions change due to the pandemic?
- Flexibility and liability
 - a. Make sure there are approved contract structures in place to minimize liability should another shutdown occur.