Morris University Center & Student Success Center

COVID-19 Event Guidelines

Updated 12.7.20

Statement:

The Morris University Center (MUC) and Student Success Center (SSC) at Southern Illinois University Edwardsville are committed to the health and wellness of our campus community. In an effort to keep our students, faculty, and staff safe, we have implemented the following guidelines for meetings and events occurring in the MUC and the SSC.

COVID-19 Meeting and Event Guidelines:

Due to social distancing and cleaning measures required for our SIUE community to return safely to campus, meetings and events will be significantly impacted for an undetermined amount of time. The following guidelines have been set forth by the Morris University Center Administration and Event Services Office to ensure the safety of our students, faculty, and staff. They are intended to supplement University-wide policies, SIUE In-Person Events Guidelines, CDC/health department guidelines, and the State of Illinois “Restore Illinois Plan”. We will update these event guidelines based on recommendations/updates from the above sources.

1. Meeting/event requests will not be processed until the current semesters academic schedule has been set. Due to adjusted operations during COVID-19, space may be limited for meetings/events.
2. All meetings/events in the MUC and SSC must always adhere to all local health department and CDC guidelines for the entire duration of meetings/events.
3. Organizers should continually assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees (if possible) for all meetings/events. Virtual and/or hybrid meeting/events are highly encouraged. Event Services can assist with all the necessary audio-visual equipment to help execute hybrid meetings in the MUC and SSC. All audio-visual equipment must be requested a minimum of 48 hours prior to the meeting and is subject to availability.
4. All meetings/events must adhere to any and all event attendance limitations set out by the IDPH and room capacity limitations. Please check the IDPH Mitigation Website for current limitations and verify current limitations with Event Services.
5. All meetings or events with 10 or more people must complete and submit a Safety Plan. Safety Plans will be reviewed Monday – Friday 8a – 3pm. All Safety Plans will receive an Approved or Not Approved email response.

6. For all meetings/events the host organizer will be responsible for collecting, maintaining and submitting an accurate attendance list for each event/meeting.

7. Attendees are required to maintain social distancing (at least six feet) and wear face coverings/masks during all meetings/events as directed (including presenters and speakers). All attendees must wear face coverings/masks upon entering the MUC and SSC, as well as while transitioning through public spaces.

8. Room capacities have been adjusted to ensure appropriate social distancing. Organizers should work with Event Services to ensure their meeting/event will fit in the requested space.

9. Room setups have been established to best utilize the space available to ensure social distancing. Changes to room setups will not be approved at this time. If an organization moves the equipment within the room, Event Services holds the right to charge a fee to reset the room and revoke scheduling privileges.

10. Event start times should be staggered to discourage interaction between various meetings in the public hallways.

11. When possible, attendees should remain static for the duration of the meeting or event. If there are multiple sessions, participants should remain in one room, and speakers/presenters should rotate between rooms.

12. All food and beverages served at meetings or events in the MUC/SSC must be supplied through Catering Services. Catering Services will be operating on a limited basis. For the most up-to-date information on catering options, contact Event Services and Catering Services at 618-650-3001.

13. While MUC Building Operations will continually clean and disinfect spaces, our goal is to clean every room between events. However, the MUC assumes no liability if an event space is unable to be cleaned. Organizers and attendees should be cautious of touching surfaces and equipment for all meetings. Organizers should provide hand sanitizers for attendees and utilize the cleaning stations and hand sanitizer stations are located throughout the MUC and SSC.

14. For all meetings/events, the sponsoring department/organization is requested to communicate and/or notify visitors attending the meeting/event that if they have experienced any of the following, they should not attend:
   • Been advised to quarantine/isolate by a medical provider or health department
   • Have had face-to-face contact for 15 minutes or more with someone who has or is suspected of having COVID-19
   • Experienced a new cough, shortness of breath, or difficulty breathing
   • Experienced at least two of the symptoms of COVID-19 noted by the CDC in the last 48 hours.
   • Have had a temperature 100.4 or above this morning
   • For the most recent guidelines on monitoring symptoms, visit CDC/health department guidelines.
The MUC will post signage with this information at the entrance to every meeting room.

15. If an attendee of a meeting/event thinks they may have been exposed to COVID-19, please contact their county health department immediately so the appropriate parties may be notified.

16. Failure to comply with these guidelines could result in loss of scheduling privileges for the remainder of the semester.

All student organizations, University departments, or Off Campus Group planning events in the MUC and SSC, are required to stay informed about the guidelines for safely hosting meetings and events. It is the responsibility of the client to ensure to the safety of their guests, the MUC will not be held responsible. Please direct any questions or concerns regarding meeting or event guidelines to the Event Services Office at Event_Services@siue.edu or 618-650-3001.