



COVID-19 Event Protocol

Date of Event:

Name of Event & Brief Description:

Requesting Office/Entity:

Event Location:

Group Size (including hosts):

The following guidance applies to events that are hosted or sponsored by one or more LC State administrative units/departments or off-campus entities. Such events include campus visitations, orientations, professional meetings, athletic camps or events, etc. This guidance and approval for hosting events are subject to change per changes in the "Idaho Rebounds" stages and/or evolving guidance from health officials.

Screening/safety protocols: Hosts must provide Events/Conferences this completed event safety protocol document which addresses safety measures and screening for meeting or event participants.

At a minimum, this screening needs to include the standard screening guidelines.

Within the last 72 hours, have you: • Had a fever or chills? • Had a persisting cough? • Experienced shortness of breath or had difficulty breathing? • Experienced a new loss of taste or smell? • Had other symptoms of ill health (e.g., sore throat, body aches, fatigue, headache)? • Had contact with someone who had a confirmed case of COVID-19 or had symptoms of an illness?

This document is comprised of several elements. By selecting the checkboxes below, the event organizer acknowledges his/her understanding of the screening/safety protocols.

I understand Hosts need to alert participants to these screening questions prior to their arrival to campus and offer alternatives to participating in the event should any of the participants answer in the affirmative. Event participants must notify event hosts if they begin to display symptoms of illness during the event.

I understand hand sanitizer for college-hosted or sponsored events will be available. Other PPE may be provided as needed.

I understand hosts/sponsors need to work with Events/Conferences on a cleaning protocol during the event. Additional cleaning charges may apply for pre- and post-event cleaning as well as supplies needed for cleaning during the event/conference.

I understand my event must comply with fire safety codes and that an event safety plan reviewed and approved by the state fire marshal may be required before my event commences. Events/Conferences staff will assist with this process.

I understand that Sodexo has exclusive rights to catering on campus and that food served by Sodexo, or special requests approved by Sodexo, must be served in a manner consistent with the state's restaurant guidelines. Sodexo Dining Services will provide the most current information about food safety protocols.

I understand correspondence about the event must include the following language:

Lewis-Clark State College has put in place reasonable physical safeguards relative to the COVID-19 virus, the seasonal flu, and other infectious diseases. However, an inherent risk of exposure to infectious disease exists in any public place where people are present. While on college property, you assume all risks related to exposure to infectious diseases and agree to follow related college policies and procedures.

Notes:

Requested by:
Contact #:

Email:

Approved by:

Updated: 9/30/2022