For Groups Outside of the Institution

The following guidance applies to groups outside of the institution who wish to rent college facilities and spaces. This guidance is subject to change per changes in the “Idaho Rebounds” stages and/or evolving guidance from health officials.

Maximum group size: 50 people, including organizers

Screening/safety protocols: Organizers must provide Events/Conferences a plan that addresses social distancing and other safety measures for meeting participants. Organizers must provide their plan for screening 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?

Organizers need to alert participants to these screening guidelines 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 organizers if they begin to display symptoms of illness during the event.

Hand sanitizer/PPE: Outside groups are responsible for providing a sufficient quantity of hand sanitizer for their event along with additional PPE needed/requested by the organizers and participants. Masks are required for event organizers and participants.

Cleaning: Outside groups need to work with Events/Conferences on a cleaning protocols during the event. Additional cleaning charges will apply for pre- and post-event cleaning as well as supplies needed for cleaning during the event/conference.

Events and conferences scheduled for 2021 should be considered tentative. Confirmation and 2021 guidelines will be available by November 2020.

Outside Groups Events Planning/Approval Checklist:

___ 50 or fewer participants + organizers
___ Screening and safety plan submitted and compliant
___ Hand sanitizer/PPE provided by organizer
___ Cleaning plan/protocols established
___ Additional cleaning charges assessed
___ All other facility, set-up, and food charges assessed
For Events Hosted or Sponsored by the Institution

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

Maximum group size: 50 people preferred but larger groups are acceptable per state guidance on maximum capacities and the host’s ability to ensure proper cleaning and social distancing

Screening/safety protocols: Hosts must provide Events/Conferences a plan that addresses social distancing and other safety measures for meeting participants. Hosts must provide their plan for screening 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?

Hosts need to alert participants to these screening guidelines 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.

Hand sanitizer/PPE: For college-hosted or sponsored events, hand sanitizer will be provided. Masks are required for event hosts and participants. Other PPE will be provided as needed by the host. Masks are required for event organizers and participants.

Cleaning: Hosts/sponsors need to work with Events/Conferences on a cleaning protocols during the event. Additional cleaning charges will apply for pre- and post-event cleaning as well as supplies needed for cleaning during the event/conference.

Correspondence: Correspondence about the event much include the following language:

COVID-19
Lewis-Clark State College has put in place reasonable physical safeguards relative to the COVID-19 virus. However, an inherent risk of exposure to COVID-19 exists in any public place where people are present. While on College property, you agree to follow all posted rules and verbal instructions from College employees, and you voluntarily assume all risks related to exposure to COVID-19.

Events and conferences scheduled for 2021 should be considered tentative. Confirmation and 2021 guidelines will be available by November 2020.

College Hosted/Sponsored Events Planning/Approval Checklist:

___ Compliant screening and safety plan submitted and aligned with the number of participants
___ Hand sanitizer/PPE available
___ Cleaning plan/protocols established
___ Additional cleaning charges assessed
___ Correspondence includes COVID-19 message
___ All other applicable charges (e.g., food) assessed