

SOCIAL DISTANCING IS SELFLESS SERVICE

The best way to prevent illness is to avoid being exposed to the virus.

UNIVERSITY CENTER & SPECIAL EVENTS

General Meeting Requirement for Events in Response to COVID-19

New Event Guidelines

We are currently operating in stage 4 of our reopening plan.

Visitors to Campus provided by TAMU Office of Risk, Ethics, and Compliance,

Visitors are delineated into three primary groups:

- Group I: Visitors on campus to meet with departmental staff for essential business or employment recruitment
- Group II: Visitors on campus for adult continuing education/conference activity
- Group III: Visitors on campus for campus tours and/or undergraduate visits

Phase One

- Group I visitors to campus will be limited to parties of less than five with approval of the applicable Vice President or Dean.
- Group II and Group III visitors are not permitted.

Phase Two

Group I, visitors to campus for official business will be limited to parties of ten or less with approval of the applicable Vice President or Dean.

- Group II, visitors to campus will be limited to 50% occupancy of applicable meeting areas (in no instance more than 30 people).
- Group III, visitors to campus will be limited to groups of ten or less.

Phase Three, Effective August 1, 2020, until further notice:

Group I, Group II, and Group III – For planning purposes, assume Phase two will continue through summer. Updates for Phase three will be announced no later than July 1, 2020.

University Youth Programs

The following measures regarding Texas A&M University camps and programs for minors are effective immediately:

- Any face-to-face/in-person programs are canceled through July 31st
- Beginning August 1, 2020, in-person youth programs will be allowed to operate with restrictions and protocols in place to help protect the health of all staff and participants. For more information about the strategies and required protocols to be put in place for reopening youth programs, please see <http://cpm.tamu.edu>.
- Individual colleges/departments are encouraged to make decisions regarding the cancellation of any programs scheduled after July 31st based on their unique needs, personnel requirements, and financial commitments.
- Individual colleges/departments are also encouraged to explore online alternatives. If programs move to an online platform, please contact University Youth Programs for adjusted risk and compliance information including adjusted requirements to the yearly compliance checklist.

Outdoor events:

Outdoor events are limited to 10 people.

COVID-19 Outdoor Gathering Guidance.

In accordance with Governor Abbott's executive order [GA-28](#) and executive order [GA-28 amended](#), all gatherings "in excess of 10 people" using TAMU reserved and open use outdoor space must be approved by the Honorable Karl Mooney, mayor of College Station, Texas.

Additionally, any approved outdoor gatherings must comply with executive order [GA-29](#) and [Texas A&M University Standard Administrative Procedures 34.99.99.M0.03](#) regarding use of face coverings and social distancing.

Gatherings not compliant with existing executive orders and, where required, reservation confirmation through TAMU's University Center & Special Events outdoor reservation process will be directed to immediately disperse. Individuals attending gatherings compliant with executive orders [GA-28](#) and [GA-28 amended](#), but non-compliant with [GA-29](#) and/or [TAMU SAP 34.99.99.M0.03](#), will be directed to comply with the face covering policy. Individuals and/or groups not compliant will be properly "warned," "fined" and/or referred to appropriate campus oversight offices (Dean of Student Life, Human Resources, or Dean of Faculties).

Social Distancing from the Center for Disease Control (CDC)

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

Events of any size should only be continued if they can be carried out with adherence to guidelines for protecting vulnerable populations, hand hygiene, and social distancing. When feasible, organizers should modify events to be virtual.

This recommendation is made in an attempt to reduce the introduction of the virus into new communities, and to slow the spread of infection in communities already affected by the virus. This recommendation is not intended to supersede the advice of local public health officials.

- Social distancing requires 6' between individuals, which is reducing our capacities by 75% per room or a ratio of 1:4.
- For example, a room that could previously accommodate 100 people in a lecture setting would now only seat 25 people with the CDC's current social distancing guidelines.

Event Recommendations

- Whenever possible, use technology (Zoom, Skype, etc.) to collaborate instead of meeting in-person. If assistance is needed, please contact University Center & Special Events at 979-845-8904.
- Identify hours of operation for your event spaces.
- Promote messages that discourage anyone who is feeling ill from attending or working at the event.
- Expect the unexpected: Advise participants that the need to cancel may arise at the last minute due to the evolving nature of the situation.
- Carefully consider the room capacity and the number of attendees in order to promote social distancing.
- Provide enough time between events to adequately clean/sanitize space before allowing occupancy by another group/organization.
- As a general practice, all staff should follow simple measures to lower risk and prevent the spread of viruses (not shaking hands, practicing social distancing, etc.). Handwashing facilities and alcohol-based sanitizers should be made readily available.
- During the event, display signs reminding participants of preventative measures.
- Eliminate self-serve bowls of items like pretzels and chips. Provide single-serving packages or pre-filled single-serving bowls instead.
- The event setup should minimize the proximity of food to the flow of pedestrian traffic.
- Wear gloves and face masks while distributing/serving food to event participants.
- Cancel events that are solely for distributing materials, such as resource tables and concessions permitted events.



Preparing to Reopen University Center & Special Events

Stage 1 - Instruction and essential functions are delivered remotely; critical services remain open (housing, health, daycare). No meetings or events allowed.

Stage 2 - No less than 6' of distance between another person (known or not known) with the exception of individuals living in the same household. Remain clear of crowded places and mass gatherings. Individuals are required to wear a personal protective face mask. Meetings are limited to 10 people.

Stage 3 - No less than 6' of distance between another person (known or not known) with the exception of individuals living in the same household. Remain clear of crowded places and mass gatherings. Individuals are required to wear a personal protective face mask. Meetings are limited to 50 people.

Stage 4 – No less than 6' of distance between another person who is not known or not wearing a personal protective face mask. Individuals are required to wear a personal protective face mask. Meetings are limited to 50 people.

Stage 5 - No less than 6' of distance between another person who is not known or not wearing a personal protective face mask. Individuals are required to wear a personal protective face mask. Group size increases to more than 50 people for events but not more than 250 people. Large crowds are restricted to 250 people. Social distancing of 6' is the standard for all rooms.

Stage 6 - No less than 6' of distance between another person who is not known or not wearing a personal protective face mask. Individuals are required to wear a personal protective face mask. Event capacities increase for events where we have enrolled TAMU students, faculty, and staff to 3' of physical distance with the requirement of wearing face masks. Events planned for visitors to campus or individuals that are not enrolled students are required to physical distance at 6'.

Stage 7 – No capacity or group restrictions. Social distancing is not required at a 6' minimum. Healthy habits are still important.

** Assuming public health conditions do not change. Updated information released by local, state, and federal agencies may change the anticipated dates for entry into a new stage of the reopening plan.*

Social Distancing in Event Facilities

Setup Configuration:

Memorial Student Center

- Lecture seating with 6' between chairs on the side and in front or back. Stage 6 – 3' between chairs.
- Workshop tables with 1 person per table. Stage 6 – 1.5 people per table
- Round tables 7' apart from one another in straight rows. 3 people max per table.
- No bistro tables will be used for events.
- Registration tables permitted with one person per table.
- Entry and exit from event spaces will be labeled with an entry point and exit point from each room to create the proper social distancing.

Rudder Tower

- Lecture seating with 6' between chairs on the side and in front or back. Stage 6 – 3' between chairs.
- Workshop tables with 1 person per table. Stage 6 – 1.5 people per table
- No bistro tables will be used for events.
- Registration tables permitted with one person per table.
- Entry and exit from event spaces will be labeled with an entry point and exit point from each room to create the proper social distancing.

All Faiths Chapel

- Chairs will be marked off to allow proper social distancing in auditorium seating.
- No bistro tables will be used for events.
- Entry and exit from event spaces will be labeled with an entry point and exit point from each room to create proper social distancing.

Stage 1

- Meetings and social gatherings are not permitted. Meeting rooms will remain locked.

Stage 2

Memorial Student Center

- The Memorial Student Center will be open, but access is limited to areas of need only. Events are limited to 10 people. The event planning team will assist clients with moving events to an online format. Potential to bring in clients to record a speaker or program is allowed with proper social distancing; and PPE is required

to be worn. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.

- The time between meetings is two hours so staff can properly clean the room(s)
- Catering in the Memorial Student Center:
 - Pre-packaged and pre-prepared food catered by Chartwell's staff is allowed with strict adherence to food handling restrictions as directed by the CDC.
 - Food items will be delivered to the room by Chartwell's staff with individual portions being packaged in individual containers.
 - Personal sack lunch or brown bag lunch is approved.
 - Buffet lines are not allowed.
 - Common drink stations are not allowed.
 - Bottled or canned drinks can be served.
 - Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be pre-packaged.

Rudder Tower

- Rudder Tower is closed. Events are limited to 10 people for providing technical support for online format only. The event planning team will assist clients with ingress and egress from the building through the MSC. The ability to bring in clients to record a speaker or program is allowed with proper social distancing; and PPE is required to be worn. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- The time between meetings is two hours so staff can properly clean the room.
- No catering allowed during this stage.

All Faiths Chapel

- The Chapel remains locked and closed. No meetings or events allowed during this stage.

Outdoor Event Spaces

- Concessions permit tables and tabling is not permitted.
- Expressive activity events will be asked to social distance. No equipment is provided by UCEN.

Rudder Theatre Complex

- Closed to the public. No events scheduled.

Stage 3

Memorial Student Center

- The Memorial Student Center is open, but access is limited to areas of need only. Events are limited to 50 people with proper social distancing and face masks are required. The event planning team will assist clients in hosting small events and continue to work with clients wishing to move the event to an online format. The ability to bring in clients to record a speaker or program is allowed with proper social distancing; and PPE is required to be worn. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- The Memorial Student Center meeting rooms available for use are:
 - MSC 2300 (A, B, C, D or E), MSC 2400, MSC 2406 (A or B), MSC 2402, MSC 2403, MSC 2404, and MSC 1403
- The time between meetings is two hours so staff can properly clean the room.
- Catering in the Memorial Student Center:
 - Pre-packaged and pre-prepared food catered by Chartwell's staff is allowed. Strict adherence to food handling restrictions put in place by CDC is necessary. Food items are delivered to the room by Chartwell's staff with individual portions being packaged in individual containers.
 - Personal sack lunch or brown bag lunch is approved.
 - No buffet lines or common drink stations.
 - Bottled or canned drinks only. Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be prepackaged.

Rudder Tower

- Rudder Tower is open, but access is limited to areas of need only (1st and 2nd floor). Events are limited to 10 people, and we will develop a plan to assist event attendees to their meeting from the 2nd-floor Event Services Desk. The event planning team will assist clients in moving events to an online format. Potential to bring in clients to record a speaker or program is allowed with proper social distancing and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- Rudder Tower meeting rooms available for use are:
Rudder Tower 301, 401, 501, 502, 601, and 701.
- The time between meetings is two hours so staff can properly clean the room(s).
- Catering in Rudder Tower:
 - It is recommended that catered food and beverage be pre-packaged and pre-prepared by Chartwell's staff with strict adherence to food handling restrictions as directed by the CDC.
 - Food items will be delivered to the room by Chartwell's staff with individual portions being packaged in individual containers.
 - Personal sack lunch or brown bag lunch is approved.
 - Buffet lines are not allowed.

- Common drink stations are not allowed.
- Bottled or canned drinks can be served.
- Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be pre-packaged.

All Faiths Chapel

- All Faiths Chapel will be open for events only. Events are limited to 27 people. The event planning team will assist clients in hosting small events and continue to work with clients wishing to move the event to an online format. Potential to bring in clients to record a speaker or program is allowed with proper social distancing and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- The auditorium is the only available space for rental. Meditation rooms will be locked.
- The time between meetings is two hours so staff can properly clean the room.
- Catering is not permitted in the facility.

Outdoor Event Spaces

- Concessions permit tables and tabling is not allowed.
- Expressive Activity Events will be asked to social distance.

Rudder Theatre Complex

- 1st floor open to the public. No events scheduled.
- If event spaces are needed:
 - Venue capacities will be limited to 50 people with proper social distancing.
 - The building will open only for the times needed to support the event.

Stage 4

Memorial Student Center

- The Memorial Student Center is open and no restrictions on guest access. Events are limited to 50 people. The event planning team will assist clients in hosting events up to 50 people with proper social distancing and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- The Memorial Student Center Meeting Rooms available for use are: MSC L526, MSC 1403, MSC 2402, MSC 2403, MSC 2404, MSC 2500, MSC 2502, MSC 2504, and MSC 2507. No less than one hour between meetings is required for proper cleaning and sanitation.

- The Memorial Student Center Meeting Rooms available for use are: MSC 2300 (A, B, C, D or E), MSC 2400, MSC 2406 (A or B). No less than two hours between meetings is required for proper cleaning and sanitation.
- Catering in the Memorial Student Center:
 - It is recommended that catered food and beverage be pre-packaged and pre-prepared by Chartwell's staff with adherence to the strict food handling restrictions that are in place. Food items will be delivered to the room by Chartwell's staff with individual portions being packaged in individual containers.
 - Personal sack lunch or brown bag lunch is approved.
 - Buffet meals can be served with an attendant preparing and serving all food with strict adherence to food handling guidelines.
 - Sneeze guards will be placed on all buffet lines.
 - Each buffet line will be one-sided.
 - Common drink stations are not allowed.
 - Bottled or canned drinks only. Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be prepackaged.

Rudder Tower

- Rudder Tower is open for events limited to 27 people. The event planning team will assist clients in hosting small events and continue to work with clients wishing to move events to an online format. Events are allowed with proper social distancing and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of the room.
- Rudder Tower Meeting Rooms available for use are: Rudder Tower 301, 401, 501, 502, 601, and 701.
- The time between meetings is one hour so staff can properly clean the room.
- Catering in Rudder Tower:
 - It is recommended that catered food and beverage be pre-packaged and pre-prepared by Chartwell's staff with adherence to the strict food handling restrictions that are in place. Food items will be delivered to the room by Chartwell's staff with individual portions being packaged in individual containers.
 - Personal sack lunch or brown bag lunch is approved.
 - Buffet lines are not allowed.
 - Common drink stations are not allowed.
 - Bottled or canned drinks can be served. Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be pre-packaged.

All Faiths Chapel

- All Faith Chapel is closed. The event planning team will assist clients in hosting small events and continue to work with clients wishing to move the event to an online format. Potential to bring in clients to record a speaker or program is allowed with proper social distancing and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- The auditorium is the only available space for rental. Meditation rooms will be locked.
- The time between meetings is two hours so staff can properly clean the room(s).
- Catering is not permitted in the facility.

Outdoor Event Spaces

- Concessions permit tables and tabling is not allowed.
- Expressive Activity Events will be asked to social distance.

Rudder Theatre Complex

- Open to the public.
- If event spaces are needed:
 - Venue capacities will be limited to 50 people w/ proper social distancing.
 - The building will open only for the times needed to support the event.

Stage 5

Memorial Student Center

- The Memorial Student Center is open. Events are limited to 250 people. The event planning team will assist clients in hosting events up to 250 people.
- Programs are allowed with efforts to social distance and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- The Memorial Student Center Meeting Rooms available for use are: MSC L526, MSC 1403, MSC 2402, MSC 2403, MSC 2404, MSC 2500, MSC 2502, MSC 2504, and MSC 2507. No less than one hour between meetings is required for proper cleaning and sanitation.
- The Memorial Student Center Meeting Rooms available for use are: MSC 2300 (A, B, C, D or E), MSC 2400, MSC 2406 (A or B). No less than two hours between meetings is required for proper cleaning and sanitation.
- Catering:
 - It is recommended that catered food and beverage be pre-packaged and pre-prepared by Chartwell's staff with adherence to the strict food handling restrictions that are in place. Food items will be delivered to the room by



Chartwell's staff with individual portions being packaged in individual containers.

- Personal sack lunch or brown bag lunch is approved.
- Buffet meals can be served with an attendant preparing and serving all food with strict adherence to food handling guidelines.
- Sneeze guards will be placed on all buffet lines.
- Each buffet line will be one-sided.
- Common drink stations are not allowed.
- Bottled or canned drinks only. Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be prepackaged.

Rudder Tower

- Rudder Tower is open. The event planning team will assist clients in hosting events up to 27 people. Programs are allowed with efforts to social distance and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- Rudder Tower Meeting Rooms available for use are:
Rudder Tower 301, 401, 501, 502, 601, and 701.
- The time between meetings is one hour so staff can properly clean the room.
- Catering:
 - It is recommended that catered food and beverage be pre-packaged and pre-prepared by Chartwell's staff with adherence to the strict food handling restrictions that are in place. Food items will be delivered to the room by Chartwell's staff with individual portions being packaged in individual containers.
 - Personal sack lunch or brown bag lunch is approved.
 - Buffet lines are not allowed.
 - Common drink stations are not allowed.
 - Bottled or canned drinks can be served. Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be pre-packaged.

All Faiths Chapel

- All Faith Chapel is open, and events are limited to 27 people. The event planning team will assist clients in hosting small events and continue to work with clients wishing to move the event to an online format. Potential to bring in clients to record a speaker or program is allowed with proper social distancing and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.

- The auditorium is the only available space for rental. Meditation rooms will be locked.
- The time between meetings is two hours so staff can properly clean the room.
- Catering is not allowed in the facility.

Outdoor Event Spaces

- Concessions permit tables and tabling is not allowed.
- Expressive Activity Events will be asked to social distance.

Rudder Theatre Complex

- Open to the public.
- If event spaces are needed:
 - Venue capacities will be limited to 250 people with proper social distancing.
 - The building will only be open for the times needed to support the event.

Stage 6

Memorial Student Center

- The Memorial Student Center is open. Event capacities increase where we have enrolled TAMU students, faculty, and staff. Social distancing of 3' recommended for these events with the requirement of wearing face masks. Events planned for visitors to campus or individuals that are not enrolled students are required to social distance at 6'.
- Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- The Memorial Student Center Meeting Rooms available for use are: MSC L526, MSC 1403, MSC 2402, MSC 2403, MSC 2404, MSC 2500, MSC 2502, MSC 2504, and MSC 2507. No less than one hour between meetings is required for proper cleaning and sanitation.
- The Memorial Student Center Meeting Rooms available for use are: MSC 2300 (A, B, C, D or E), MSC 2400, MSC 2406 (A or B). No less than two hours between meetings is required for proper cleaning and sanitation.
- Catering:
 - It is recommended that catered food and beverage be pre-packaged and pre-prepared by Chartwell's staff with adherence to the strict food handling restrictions that are in place. Food items will be delivered to the room by Chartwell's staff with individual portions being packaged in individual containers.
 - Personal sack lunch or brown bag lunch is approved.
 - Buffet meals can be served with an attendant preparing and serving all food with strict adherence to food handling guidelines.

- Sneeze guards will be placed on all buffet lines.
- Each buffet line will be one-sided.
- Common drink stations are not allowed.
- Bottled or canned drinks only. Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be prepackaged.

Rudder Tower

- Rudder Tower is open. The event planning team will assist clients in hosting events up to 42 people. Programs are allowed with efforts to social distance and wearing PPE. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- Event capacities increase for events where we have enrolled TAMU students, faculty, and staff. Social distancing of 3' recommended for these events with the requirement of wearing face masks. Events planned for visitors to campus or individuals that are not enrolled students are required to social distance at 6'.
- Rudder Tower Meeting Rooms available for use are:
Rudder Tower 301, 401, 402, 404, 501, 502, 504, 601, and 701.
- The time between meetings is one hour so staff can properly clean the room.
- Catering:
 - It is recommended that catered food and beverage be pre-packaged and pre-prepared by Chartwell's staff with adherence to the strict food handling restrictions that are in place. Food items will be delivered to the room by Chartwell's staff with individual portions being packaged in individual containers.
 - Personal sack lunch or brown bag lunch is approved.
 - Buffet lines are not allowed.
 - Common drink stations are not allowed.
 - Bottled or canned drinks can be served. Coffee service will require an attendant with proper PPE on compostable single-use cups and coffee containers. New cups are required for refills. Sugar packages and coffee creamer will be pre-packaged.

All Faiths Chapel

- All Faith Chapel is open and events are limited to 63 people. Face masks are required. Sanitization of equipment, tables, and chairs will occur before and after the use of a room.
- The auditorium is the only available space for rental. Meditation rooms will be locked.
- Event capacities increase for events where we have enrolled TAMU students, faculty, and staff. Social distancing of 3' recommended for these events with the

requirement of wearing face masks. Events planned for visitors to campus or individuals that are not enrolled students are required to social distance at 6'.

- The time between meetings is two hours so staff can properly clean the room.
- Catering is not allowed in the facility.

Outdoor Event Spaces

- Concessions permit tables and tabling is not allowed.
- Expressive Activity Events will be asked to social distance.

Rudder Theatre Complex

- Open to the public.
- If event spaces are needed:
 - Event capacities increase for events where we have enrolled TAMU students, faculty, and staff. Social distancing of 3' recommended for these events with the requirement of wearing face masks. Events planned for visitors or individuals that are not enrolled students are required to social distance at 6'.
 - The building will only be open for the times needed to support the event.

Stage 7

- All facilities are open and programming is back for all meeting spaces in the complex.
- Social distancing is not required at a 6' minimum. Healthy habits are still important.

Taking Everyday Precautions

- If you are sick, stay home unless you are seeking medical attention.
- Wash your hands with soap thoroughly; minimum 20 seconds.
- Use hand sanitizer when soap is not available.
- Keep your hands away from your face, nose, and ears.
- Cover your cough or sneeze with tissue then throw away tissue, and wash/sanitize your hands.
- Avoid touching high-touch surfaces – elevator buttons, door handles, handrails, light switches, shaking hands. Wash your hands after touching surfaces in public places.
- Clean & disinfect your home/office – keyboards, phone.
- Avoid crowds when possible.
- Practice social distancing – 6' or more at all times.

Proper Cleaning of Meeting Spaces and Public Areas

Source: https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html

Clean and Disinfect: Practice routine cleaning of high touch surfaces.

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, light switches, keyboards, tablets, microphones, and chairs.

Disinfect Areas with Bodily Fluids: Clean any surfaces that may have blood, stool, saliva, or other body fluids on them.

Household Cleaners: Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during the use of the product.

When to Clean: Cleaning should be done as soon as possible following an event, meeting, etc. to prevent unnecessary exposure to the virus.

How to Clean and Disinfect:

Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- Products with 'EPA-approved emerging viral pathogens claims' are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

After Cleaning:

Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

Use products with the 'EPA-approved emerging viral pathogens claims' that are suitable for porous surfaces.

Clothing, Towels, Linens and Other Items that go in the Laundry

Wear disposable gloves when handling dirty laundry, and then discard after each use. Clean hands immediately after gloves are removed.

If possible, do not shake dirty laundry. This will minimize the possibility of dispersing the virus through the air.

Launder items per the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.

Clean and disinfect clothes hampers according to the guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Hand Hygiene and other Preventive Measures

Attendees and organizers should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Household members should follow normal preventive actions while at work and home including recommended hand hygiene and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional Key Times to Clean Hands Include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.

- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g. a child, elderly person).

Please contact Stephen Senkel, University Center & Special Events for additional questions at 979-845-8904 or senkel@tamu.edu.