



University Center
& Special Events

DIVISION OF STUDENT AFFAIRS

COVID-19 GUIDE

FALL SEMESTER 2020



UCEN reserves the right to terminate all meetings, events, and concessions that are deemed unsafe or outside the established safety guidelines. Failure to operate within these guidelines may result in the cancellation of future bookings and events.



FALL BUILDING HOURS

MEMORIAL STUDENT CENTER

Monday - Saturday | 7:00am - 11:30pm
Sunday | 11:00am - 11:30pm

RUDDER TOWER

Monday - Saturday | 7:00am - 11:30pm
Sunday | 11:00am - 11:30pm

RUDDER THEATRE COMPLEX

Monday - Friday | 7:00am - 10:00pm
Saturday - Sunday | 11:00am - 10:00pm

KOLDUS BUILDING

Monday - Saturday | 7:00am - 11:30pm
Sunday | 11:00am - 11:30pm

ALL FAITHS CHAPEL

Sunday - Saturday | 7:00am - 11:30pm



VIRTUAL MEETINGS, CONFERENCES, & EVENTS

Utilize technology (Zoom, Skype, etc.) to collaborate instead of meeting in-person. For assistance in setting up virtual meetings, conferences, or events, please contact UCEN at **979-845-8904**.

Benefits of Adding Zoom to an Existing Meeting



WEBINAR

- Power point content and Live Camera Feed can be shared from a single laptop (this service and laptop can be provided).
- Virtual attendees have the flexibility to choose what they want to see. We can utilize two cameras as well as content channel, allowing attendees to choose to watch the presenter(s), the audience, the video content, or some combination of all three.



ADDITIONAL ATTENDEES

- Zoom will allow people to “attend” sessions without physically having to be in the space.
- Allows guest speakers to attend virtually, greatly minimizing travel costs and concerns.
- Can be used within our facility as a great way to handle overflow into other areas of the MSC or Rudder Tower.
- Allows the client the option to integrate into common streaming services like Facebook live.



RECORDING

- Zoom allows one-button recording on the local device and can be set up (if done beforehand) to allow an individual watching to record on their own computer.
- Zoom has an automatic closed captioning feature that is fairly accurate for push-button automation, making it accessible. After the program, the closed captions can be saved as a text file and sent to clients.
- Recorded files are kept at a manageable size for distribution immediately after events. Assuming the client has in-house editing capabilities, the recorded file could be in their possession or sent via Filex before they even leave the facility.



ADVANCED SCHEDULING/REPORTING

- Zoom meetings can be scheduled well in advance of meeting times, providing the client with a link and/or a meeting ID to work into their documentation to attendees.
- After calls, there is robust data on attendance to share, including attendee connection and disconnection times. This type of information is critical for some organizers, and we can offer it in an excel spreadsheet as soon as one hour after the event ends.



IN-PERSON MEETINGS, CONFERENCES, & EVENTS

REQUIREMENT FOR EVENT ORGANIZERS



- **Adherence to Policies:**
Ensure adherence to maximum room capacity, physical distancing, and seating requirements.
- **Face Coverings and Preventative Measures:**
Ensure all attendees are wearing face coverings when on campus. Face coverings must also be worn at off-campus activities sponsored by TAMU or TAMU recognized student organizations (RSO). Follow simple measures to lower risk and prevent the spread of viruses (not shaking hands, practicing social distancing, etc.).
- **Certification of COVID-19 Symptom Free:**
Ensure all attendees certify that they are not exhibiting symptoms associated with COVID-19 or have been in close contact with an individual that is showing symptoms or has tested positive for COVID-19. Any attendee exhibiting symptoms should be sent home immediately.
- **RSVPs:**
Require your audience to RSVP. Guests who RSVPd need to arrive early, at least 15-20 minutes before the event begins. Events with larger audiences may require additional time to get everyone seated before the start of the event.
- **Attendance Tracking:**
Maintain clear records of event attendees to facilitate COVID-19 contact tracing if needed. Records should include attendee's name, telephone number, and email address.
- **No-Touch Material Distribution:**
Utilize digital distribution of materials. Printed material and physical items are not allowed.
- **Signage:**
UCEN will display signs reminding attendees of room capacity, seating instructions to maximize physical distancing, and preventative measures to keep guests safe. Work with your UCEN event coordinator for additional signage.
- Consider creating a hybrid event with a virtual option for attendees who can't attend in person.



OUTDOOR EVENTS

The following guidelines for outdoor gatherings will remain in effect until **Sept. 18, 2020** (30-days following the first day of fall classes).

Click here for more information on **COVID-19: Space Reservations and Gathering Size Limitations**

<10 people

Please follow the normal reservation/approval process for all parties making a reservation.

>10 people

University units and **Sponsored Student Organizations** may reserve outdoor space being used for University authorized events and sponsored activities through the UCEN reservation process. All other student organizations and/or persons must also use UCEN reservation process.

Persons or groups of more than 10 persons wishing to exercise use of Texas A&M's traditional public forums and/or three (3) reservable free speech areas must follow the guidelines articulated in Appendix XI of the Texas A&M Student Rules regarding freedom of expression.



FOOD

Food at events must be catered by Chartwells.

CHARTWELLS

979.845.1118

dineoncampus.com/tamu/about-catering

All food served inside a UCEN facility requires an approved Food & Beverage form. General meetings lasting less than two hours will not be approved to serve food and beverage at their event. Visit our website at ucenter.tamu.edu to obtain a copy of the Food & Beverage form

Catered food and drink should be pre-packaged and adhere to the strict food handling restrictions that are in place. The best method for food delivery is individual portions packaged in to-go containers. Bottled and canned drinks only, no common drink stations are allowed. Version 8.10.2020



ROOM OCCUPANCY & MEETING SCHEDULE

- All meeting rooms have an **adjusted capacity** to promote physical distancing. (See capacity chart below)
- Meetings are scheduled in 60-minute increments beginning at **6pm**.
- To safely clean and prepare rooms for the next meeting, UCEN requires **60 minutes** between scheduled events.

MEETING TIMES MEMORIAL STUDENT CENTER | RUDDER TOWER | ALL FAITHS CHAPEL
EVENINGS | SUNDAY - THURSDAY: 6:00PM - 7:00PM | 8:00PM - 9:00PM | 10:00PM - 11:00PM

SMALL

10 OR LESS

MSC

1403
2402
2403
2500
2502
2504
2507
L526

MEDIUM

LESS THAN 40

MSC

2404
2406A
2406B

RUDDER TOWER

301
401
404
501
504
701

LARGE

MORE THAN 40

MSC

2300 (A-E)
2400
2406

RUDDER TOWER

601

**RUDDER
THEATRE
COMPLEX**
All Venues

**ALL FAITHS
CHAPEL**



TABLING & CONCESSIONS

All tabling and concessions will occur:

MONDAY - FRIDAY | 8:00AM - 5:00PM

RUDDER & KOLDUS PLAZAS ONLY

No MSC 12th Man Hall tabling allowed

Requirements for Tabling Organizers:

- **No-touch material distribution.** Utilize digital distribution of materials. Printed material and physical items are not allowed.
- **Face Coverings and preventative measures.** Ensure all attendees are wearing face coverings when on campus. Face coverings must also be worn at off-campus activities sponsored by TAMU or TAMU recognized student organizations (RSO). Follow simple measures to lower risk and prevent the spread of viruses (not shaking hands, practicing social distancing, etc.).
- **Certification of COVID-19 symptom free.** Ensure all attendees certify that they are not exhibiting symptoms associated with COVID-19 or have been in close contact with an individual that is showing symptoms or has tested positive for COVID-19. Any attendee exhibiting symptoms should be sent home immediately.



COMPLETELY TOUCHLESS

NOT PERMISSIBLE

Bake Sales
 Events with Animals
 Food Sales
 Pie in the face, dunk tanks, inflatables
 Fun Runs
 Sponsoring an External Vendor
 Supply Donation Drives
 Financial Donation Drives -
Online donations only
 Merchandise Sales
*Permissible with online purchases
 and shipments only*

PERMISSIBLE AUG. 19, 2020

Blood Drives
*Permissible given the appropriate requirements are
 met and approved.*

Public sales or transactions
*All public sales or transactions must conduct
 purchases online via approved channels
 (ex: Marketplace) and product pickup will be
 limited on campus. Shipment of items is the
 preferred method of distribution. The intent
 is to limit the physical exchange of goods.*

Applying for a concessions permit:

- An eConcessions Permit Form is now available:
<https://maroonlink.tamu.edu/submitter/form/start/320531>
- Any parties wishing to host concessions activities will be required to provide their safety protocol, and we will ensure that it meets basic university standards.
- The first available date for on-campus concessions permits is Wednesday, August 19th (the first day of classes)



PLANNING YOUR EVENT

1 Contact UCEN:

Visit with one of our event coordinators when planning your event. Your assigned event coordinator can help produce event diagrams and event estimates that will help keep you on budget and your guests safe. Current health standards and University guidance will help our department set capacity numbers for each event.

2 Things to consider:

Physical distancing will require larger rooms be reserved to accommodate a smaller number of guests attending your event, so plan your financial budgets accordingly.

3 Safety planning:

Complete a Maroon Link Event Form explaining how safety protocols are being proposed and enforced the day of the event.

<https://maroonlink.tamu.edu/submitter/form/start/320531>



CANCELED

CANCELING, POSTPONING, OR MOVING EVENT TO VIRTUAL

In conjunction with University administration, UCEN will monitor changing conditions and make determinations on when to cancel, postpone, or make events virtual as the situation dictates.

Recognizing the broader impacts on canceling events, we will work hard to avoid canceling events unnecessarily. If events need to cancel, we will do so promptly, allowing event planners and attendees reasonable lead time to adjust.



ADMINISTRATION
979.845.8901

EVENT SERVICES
979.845.8904

RUDDER THEATRE COMPLEX
979.845.8903

ucenter.tamu.edu/coronavirus