



COVID Guidelines & Considerations for

Outdoor Requests, Meetings, and Events – Texas State University

In response to the COVID-19 worldwide pandemic and to lessen the likelihood of COVID-19 transmission, the Student Involvement Office and the LBJ Student Center have adopted the following guidelines and considerations for all outdoor requests, meetings, and events. This document is an addendum to the current University policies, procedures, and student organizations handbook. The following guidelines and considerations are for all students, faculty and staff that have or are planning to organize, plan and/or participate in outdoor gatherings, meetings, or events. These guidelines and considerations are in place until further notice but may be adjusted if conditions improve or worsen. If you have questions, please contact Student Involvement team getinvolved@txstate.edu or (512) 245-3219 or LBJSC Conference Services at lbjreservations@txstate.edu

Outdoor Requests

- I. Outdoor Space Requests for solicitation, recruitment, information only, etc. are allowed in Bobcat Trail, the Quad and the LBJ Mall
- II. All requests are assigned a specific location. There will be decals in each outdoor location to denote spaces. Once you receive your confirmation, you cannot move spaces.
- III. All groups or departments wanting to request a space for tabling must adhere to the following:
 - a. All outdoor campus access or “tabling” requests must be submitted no later than **10 business days** prior to each requested date.
 - b. There will be a limited number of tables and time slots for outdoor space. All student organizations and departments will be required to request tabling space via EMS..
 - c. Only two people, per request, may stand at the spot/table at a time.
 - d. Must observe social distancing while interacting with patrons.
 - e. All food handed out or sold must be factory sealed at this time.

- IV. Highly recommend a reservation is submitted to confirm a space as space is limited.

Meetings & Events

- V. Room requests must be registered in EMS **no less than 2 business days** prior to the requested date. Space requests received after the deadline are subject to denial.
- VI. All space requests for in-person gatherings or events will be required to follow all guidelines for social distancing, cleanliness and safety according to the **Roadmap to Return** guidelines which are guided by the CDC.
- a. Must follow existing COVID-19 health and safety guidelines, including appropriate physical distancing and practice proper hand hygiene
- VII. All gatherings, meetings and events are required to maintain a check-in process. The event information must be submitted via a form on [Event and Meeting Attendance Tracking website](#) and will be turned into an event check in for the organization. In the event of suspected or confirmed COVID-19 infection among an attendee, the check-in information will be used for contact tracing purposes.
- VIII. All event or meeting information must be submitted to Student Involvement via the above-mentioned form no less than 3 days after the gathering, meeting or event. No exceptions. This exercise will allow us to have information needed for contact tracing and tracking of who attended functions both virtually and in person.
- IX. May serve individually plated or boxed meals at breakfast, lunch, and dinner (as long as they can be eaten while seated at tables with limited seating to ensure appropriate physical distancing) and individually wrapped food at other types of in-person events (e.g., receptions) as long as appropriate physical distancing can be maintained.
- X. All gatherings may not exceed capacity limits of 50%
- XI. Events larger than 200, even when capacity limit of 50 percent is not exceeded, will require approval by the president, divisional vice president, or athletics director; and attendance at intercollegiate athletic events will remain at 35 percent capacity
- a. Depending on the nature of the event, additional restrictions may be imposed by the president, divisional vice president, or athletics director.
- XII. Chartered/registered student organization events will require approval by Student Involvement
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Considerations for Planning

- Contact Student Involvement staff if you need assistance in planning your event.
- Space availability will be limited and on a first come, first served basis. A 30 minute or more window will be placed between events and gatherings to allow for cleaning and cleansing of the space before the next use. This may affect your start time or your end time.
- When hosting events with food, consider having the proper cleaning supplies (i.e. wipes, spray's, etc.) and safety measures in place to allow for patrons to safely enjoy the food.
- Consider using a space diagram to outline space needs for seating and accommodations needed for the event.
- Inform all vendors that they must arrive early to allow time for proper set up.
- Given limited room capacity, think about anticipated attendance and, consider having multiple performances to allow for smaller numbers.
- To control number of people in attendance and to ensure everyone checks-in, designating an entrance and exit will help. Enlisting volunteers to assist with this will help.

Space Regulations

- Hours of Operations will be slightly modified to ensure safety and to assist with cleaning and disinfecting of all LBJ spaces
 - Monday – Friday
 - LBJ Student Center will be open M-Th 7am-10pm, Fri 7am-6pm
 - George's will be open from 11am-3pm and 5pm-8pm
 - Saturdays – Sundays
 - LBJ Student Center will be open Sat 9am-6pm and Sun from 4pm-10pm
 - George's is closed.
- In-person office meetings with the Student Involvement and LBJSC Conference Service teams will be limited and are by appointment only. Most meetings a will be conducted virtually.

Accountability & Community Standards

Helping to mitigate COVID-19 transmission is a shared responsibility. Students, faculty, and staff who fail to adhere to COVID-19 policies and protocols may be subject to disciplinary action under the code of student conduct and employee handbook, respectively. If a member of the Texas State community refuses to follow COVID-19 policies or protocols, that person may be asked to leave campus in addition to receiving disciplinary action.

Being part of our Bobcat community means we respect each other and commit to helping create a healthy and safe learning and working campus environment. Every student, faculty and staff member must take responsibility for practicing healthy behaviors and following the health and safety guidelines established by Texas State to prevent the spread of COVID-19 on campus and in the surrounding community.

Campus Resources / FAQs

- #KnowShowRespect
- Health & Wellness: <https://www.healthcenter.txstate.edu/>
- Public Safety: <https://safety.txstate.edu/>
- Counseling Center: <https://www.counseling.txstate.edu/>
- Title IX: <https://www.txstate.edu/oei/title-IX.html>
- Student Organizations Handbook: <https://www.lbjsc.txstate.edu/soc/organization-resources.html>