Considerations for Planning an In-Person Gathering during COVID-19

We are excited to be together for the semester! To do so safely and efficiently, we are planning for many possible scenarios. Please use this resource to consider what events and meetings may look like as we navigate this time.

State and Federal Guidelines: William & Mary will adhere to state and federal guidelines related to event size, public gatherings, or health and safety protocol. As you’ve already experienced, these guidelines change rapidly and will require us to remain flexible and have alternative plans for our operations.

Space Reservations: To ensure that there is adequate space for academic courses, space for events and campus life will be limited. Please note that any in-person gathering confirmed by Student Unions & Engagement (SUE) may not exceed three hours and all reservations will be limited to 4.5 hours (to include set up and break down time for the group).

As you think about hosting an in-person gathering, please consider the following questions and established guidelines/protocols.

Meetings

- Wherever possible, events, meetings, and activities should be converted to virtual.
- Recognized Student Organizations are required to host all business meetings virtually.

Events & Activities

Recognized Student Organizations (RSOs) are permitted to host one (1) Event and two (2) Activities in a 30-day calendar period between February 8 and May 7. More information regarding these designations can be found in the General RSO Guidelines.

Major Considerations

- What are the primary goals and intent of your event?
- Will this event be successful at 10%, 25%, or 50% of this estimated capacity?
- Is it possible to implement physical distancing measures in the space without negatively affecting your event goals?
- How much space is required for this event? Is there a space on campus that can accommodate this event with social distancing in place?
- Can you meet the intended goals of your event in multiple spaces or outside?
- Off-campus guests are not permitted. Is your event possible without outside guests (to include national office staff, vendors, speakers/performers, or alumni)?
- Is this event possible in an online space?

Signage and Communication

- Most spaces in the Sadler Center will be pre-set and marked with desks classroom-style for social distancing.
- Consider the best orientation for your gathering and determine how you will ensure and sustain social distancing of at least 6’ between each participant through the duration of the event.
• Are there instructions about your event that participants will need beforehand?
• What signage and floor markings do you need at your event to direct traffic and instruct attendees?

Health and Safety

• University policy requires face coverings for all indoor interactions. Outdoor interactions without face coverings require sustained social distancing of at least 6 feet.
• Can your gathering occur appropriately with face coverings?
• How will you ensure participants wear face coverings?
• What and how many staff or volunteers are needed to enforce physical distancing expectations?
• What can you do to reduce contact? Consider digital programs, handouts, and no shared items (pens, etc.).
• Are there additional costs required to follow these protocols?

Food and Beverages

• Recognized Student Organizations are not permitted to serve food, beverage, or alcohol at any gathering. Can you meet your desired goals or intent of this event without food or drink?
• Faculty and Staff gatherings should consider if food and beverage service is essential factor in the success of the event.

Budget

• What supplies must be purchased to comply with your plan?
• Does your organization/department have access to funding to support these purchases?