

# Best Practices for Off-Campus Alumni and Donor Events

## Yale University

24 February 2022

The following event best practice recommendations have been reviewed and endorsed by the Yale COVID Review Team (CRT) for use by university staff who are involved in university-sponsored and/or university-supported alumni and donor events that take place in **any location outside the Yale campus** including New Haven-area venues. Staff who are planning international events are asked to consult with their respective HSL and the CRT. Note that these guidelines are intended primarily for events involving only adults. Event organizers are encouraged to contact their HSL should they wish to plan an off-campus event involving families/children. Event organizers are encouraged to initiate those conversation early in the planning process.

Note that additional helpful details can be found at [Safer Yale Practices](#) and [Safer COVID-19 Travel Practices](#).

While these best practice recommendations are intended for off-campus events, the [university guidelines for on-campus events](#) provide useful information and should be reviewed by event planners.

Please contact the [COVID Review Team](#) if there are any questions.

<b>Event reason</b>	Social and volunteer gatherings in support of alumni affairs and development program areas and priorities are permitted as long they are consistent with relevant gathering policy conditions and size limitations. Please see below for specific details.
<b>Approval</b>	Support for the event by the relevant unit- or school-based decision-maker should be confirmed for events where the projected attendance is outside <a href="#">the occupancy limits established for on-campus events and for those</a> events that: <ul style="list-style-type: none"><li>▪ last more than two hours;</li><li>▪ are in a location where there are 50 or more new cases per 100,000 persons in the past 7 days; and/or</li><li>▪ include aerosolizing activities.</li></ul>
<b>Community transmission</b>	We recommend that event planners check on the rate of community transmission (new cases per 100,000 persons in the past 7 days) applicable for the geographic area (e.g., city, county, or region) in which the event will take place, using the <a href="#">CDC COVID data tracker</a> . As noted above, particular care should be taken for events that take place in a location with a transmission rate of 50 or more new cases per 100,000 persons in the past 7 days. Where possible, we recommend postponing events in any city/region with a transmission rate of 100 or more new cases per 100,000 persons in the past 7 days. We encourage event organizers to check transmission rates at the time the event is being planned as well as 14 and 7 days prior to the event. We encourage all event planners to have pivot plans in case the event needs to be cancelled or postponed should the city/county/region move to a high rate of transmission within a reasonable cancellation/postponement period.

## Best Practices for Off-Campus Alumni and Donor Events

<p><b>Selecting a venue</b> (including guidelines for ventilation, occupancy, and distancing)</p>	<p>When considering off-campus venues, event planners should keep the following criteria/guidelines in mind:</p> <ul style="list-style-type: none"> <li>▪ Select facilities with mechanical or natural ventilation (windows that can be opened during event and closed at the end).</li> <li>▪ Choose facilities that practice health and safety protocols.</li> <li>▪ When possible, secure a private room where there has been no use of the room for an hour prior to the gathering.</li> <li>▪ Work with venue staff to seek ways to improve the ventilation including asking venue managers to increase air circulation. Periodically open nearby doors to the outside.</li> <li>▪ If a private room is not available, choose a room with operable windows or mechanical ventilation, in a space as far as possible from other groups. Venues with high ceilings and large, spacious rooms are likely to have better ventilation. Cracking windows will supply fresh air without significantly affecting room temperature.</li> <li>▪ For events in spaces without fixed seating and include food and drink, we recommend attendance levels at the occupancy limits found in the <a href="#">university events/gatherings guidelines</a>. If the space does not have posted occupancy limits, the event planner can calculate the reduced occupancy by using the following ratio: 1 person per 30 square feet in spaces with verified acceptable ventilation (see <a href="https://ehs.yale.edu/occupancy-requirements-limits">https://ehs.yale.edu/occupancy-requirements-limits</a>). Ensure an abundance of space to avoid crowding – especially for events where guests will mingle.</li> </ul>
<p><b>Attendance and Registration</b></p>	<p>We recommend pre-registration for all indoor events. The invite group should only include alumni, non-alumni donors/prospects/friends, and staff/alumni guests.</p> <p>Similar to the requirement for on-campus visitors, we recommend that event attendees be vaccinated and boosted.</p> <p>Organizers of and attendees at off-campus events must adhere to all venue-specific requirements (e.g., masking requirements). Event organizers should advise attendees that they should not attend if symptomatic.</p>
<p><b>Duration</b></p>	<p>Events lasting more than two hours should employ additional health and safety measures including lowering density by using larger rooms that allow for increased distancing, using better ventilated spaces, scheduling breaks if possible (including emptying the room allowing for air exchange).</p>

## Best Practices for Off-Campus Alumni and Donor Events

<b>Supervision and event staffing</b>	<p>To help ensure the success of your event, we recommend that assigning event staff whose responsibilities include:</p> <ul style="list-style-type: none"> <li>▪ manage event according to these best practice recommendations (number of attendees, activities permitted, time limits, attendee behaviors);</li> <li>▪ post any applicable signage;</li> <li>▪ manage pre-registration and/or check IDs;</li> <li>▪ for “vaccinated only” events, ensure that proof of vaccination is provided either through the registration processor on-site;</li> <li>▪ for events where unvaccinated attendees are present, check for proof of a negative COVID test in the prior 24 hours;</li> <li>▪ remind attendees of masking requirements, if applicable, and provide masks to those who don’t have them;</li> <li>▪ manage queues to optimize distancing; and</li> <li>▪ provide hand sanitizer.</li> </ul> <p>For events where Yale staff will not be present, the event organizers are encouraged to designate either alumni volunteers or venue staff to perform these event staff responsibilities.</p>
<b>High-aerosolization activities</b>	<p>Special care should be taken when organizing events that include high-aerosolization activities such as dancing and singing. They should also ensure that the facility is large enough to provide for <a href="#">university occupancy recommendations</a> and consider layout configurations that allow for greater distancing</p>
<b>Masking and hand sanitizer</b>	<p>Event organizers and attendees should adhere to CDC guidelines regarding masking and any venue-specific masking requirements. Event organizers should make masks available for event attendees. If the event will include unvaccinated attendees, we recommend that those individuals be masked throughout the event.</p> <p>Event organizers must ensure that hand sanitizer is available, visible to event attendees, and is provided in sufficient quantity for the number of attendees.</p>
<b>Food</b>	<p>The <a href="#">university’s guidance regarding food and drink</a> can be helpful to event organizers as they consider food and drink options for off-campus events.</p>
<b>Alcohol</b>	<p>Event staff should be mindful that alcohol consumption may impact compliance with health and safety guidelines/protocols.</p>
<b>Pivot plan</b>	<p>Pivot plans should be developed four weeks in advance of the event and allow for the possibility of cancellation or postponement should local public health conditions warrant. Whenever possible, event organizers should seek out vendor contract provisions that allow for cancellation or postponement should public health conditions deteriorate.</p>