



Response to COVID- 19

Campus & Facilities/Outdoor Venues

Meetings & Special Events

**Phase One: June 2 – August 24, 2020\***

- ***All external and internal on-site events are suspended.***
- External and internal organizers:
  - Are being notified by campus schedulers and event planners that due to COVID-19, the College has suspended the use of campus facilities and other event venues at the College until further notice and guidelines are presented by the governor's office on the number of individuals that can safely conduct in person meetings and events at our facilities.
  - Schedulers can accept reservations from organizers wanting to reserve space for future events, however, the College cannot guarantee that the College will actually be able to accommodate the meeting or event at a College facility at the time of the event based on current CDC recommendations.
- College facility rental web pages are being updated
  - *Cuyahoga Community College has suspended all on-site meetings and rentals until August 24, 2020. We are currently taking reservations to secure future dates for your meetings and rentals as permitted by CDC, state and College guidelines. For additional updates, visit [Tri-C's coronavirus website](#).*
- College-wide Facility Use Agreement has been updated to include:
  - COVID-19: You agree that your employees, invitees, guests, and agents will follow all CDC and Cuyahoga County Board of Health guidance concerning COVID-19, including appropriate social distancing and the use of Personal Protective Equipment ("PPE") such as face covers, gloves, and other equipment if necessary. You are responsible for acquiring the necessary PPE before the event and providing your employees, invitees, guests, and agents with the PPE at the entrance of the Facility if they do not have it already. If the College determines your employees, invitees, guests, and agents are not abiding by CDC and Cuyahoga County Board of Health COVID-19 guidelines or are not using appropriate PPE while at the Facility, the College may evict you from its premises immediately.

\*Corporate College East may be available for external clients following all CDC and College guidelines at some point in Phase I depending on the College's legal department's recommendation.

**Phase Two: August 1, 2020 – End of Fall Semester (subject to change based on CDC & College guidelines) Events are suspended until August 24, 2020.**

- External and internal meetings and events can be rescheduled based on the number of individuals that can safely meet in person using CDC recommendations for social distancing, and the College's designated policies and procedures for being on campus or at any of the College's facilities for after August 24, 2020.
- The current room capacities as outlined by the fire code for each room's square footage for the number of people in a room should be reduced by fifty percent (50%). Diagrams of the space should then be used to determine if social distancing is practical based on that number of individuals. Room set up details would need to follow proper safe distancing for individuals participating in meetings or events:
  - Theater seating: moveable chairs must be 6' apart and the rows should be 6' apart; for non-moveable seating, attendees must sit at least 6' apart, using every two chairs.
  - Classroom seating: one individual per table, all attendees must remain 6' apart.
  - Round tables: depending on the dimension of the table, recommended at a maximum 3 individuals per table ensuring all attendees remain 6' apart.
  - Receptions: Not recommended at this time.
- PPE must be worn on College property for anyone attending a meeting or event. The event organizer is responsible for providing PPE to their guests attending the event as outlined in the COVID-19 agreement language on the Facility Use Agreement.
- Limit the number of groups in any given space to one per day to allow for proper deep cleaning and sanitization of the space by Plant Operations using proper disinfectants before another meeting or event is scheduled in the same room.
- Limit the number of groups in any one campus or College facility to avoid congestion in public spaces. This will be based on overall building square footage and recommendations from Plant Operations.
- Food and beverage arrangements for meetings or events would need to follow the guidelines set by the Cuyahoga County Board of Health.