

Protocols for the Use of Campus Space (Academic Affairs) Fall 2020

General Guidelines

The university recognizes that the primary focus is on academically related activities, with an emphasis on instruction, student success events, and research. The university has determined a general philosophy of density reduction for campus activities in order to protect the safety of the community. When possible, virtual activities are encouraged to replace those that would normally occur in a face-to-face environment.

The general guidelines for academic space will follow the guidelines approved by university leadership regarding campus events. These guidelines follow the North Carolina Governor's Executive Order on COVID-19 pertaining to "mass gatherings." The current guidelines (under Phase 2) indicate that gatherings and events are limited to 10 indoor and 25 outdoor participants. NOTE: Campus services are not considered events/activities/meetings, and thus are not limited to the Governor's Phasing restrictions. All guidelines may be updated depending upon the university's need to alter instruction, adjust cleaning protocols, or to accommodate increased demand, as well as in response to local and state government actions pertaining to events/activities.

Classroom instruction for credit-bearing activities are capped at 50 students, with six-foot social distancing space requirements throughout campus. Dedicated research spaces have identified maximum COVID capacities, and still follow the six-foot social distancing space requirement. All other formal activities are restricted to the above limits or require an exception.

The university recognizes that some activities should occur on campus, with appropriate restrictions in place. This document highlights the usage of Academic Affairs stewarded space for both campus academic and administrative departments and registered student organization. All activities must adhere to the general campus guidelines, and anything that requires an exception to those parameters should be sent to Space Planning and Management (space@uncw.edu) at least two weeks in advance. These requests will be forwarded to the Exception Review Committee and, if warranted, to the Chancellor's Office for final approval.

For the use of academic space, these guidelines set the overarching guidelines for use. Each space steward will have authority to restrict access to academic space beyond what is articulated in these guidelines in order to meet health and safety objectives. These restrictions may be added to the reservation system or may be handled in an ad-hoc basis through the designated space stewards. Please contact the designated space steward if you have any questions about availability of a particular space.

University Academic/Administrative Unit Events

The university recognizes that campus units may have unique space needs to deliver programs, services, and activities. These activities may be meetings, workshops, lectures, and other academically related functions. Given the health and safety concerns related to COVID-19 and the enhanced cleaning protocols required to ensure instructional spaces are ready for use each day, space stewarded by Academic Affairs units will have restrictions for use by academic and administrative units.

General Procedures for all events:

- All space requests must be made to the designated space steward through the campus reservation system, EMS.
- COVID-19 room capacities will be utilized for all activities. Campus units must adhere to these capacities, as well as the general guidance of 10 indoor and 25 outdoor participants (during Phase 2 of the Governor's Executive Order).
 - o Units must submit an estimated attendance number for events as part of the reservation process. Failure to do so will result in a denial of the request.
- Social distancing guidelines are expected to be utilized.
 - o Face coverings are required for indoor movement and when participating in all activities.
 - o Furniture may NOT be relocated.
 - o Identified seating in rooms that are safe distances must be used.
 - o Participants should utilize cleaning supplies to prepare their personal space prior to event.
- Trash generated by the unit should be cleaned prior to departure and/or stacked neatly near the room trash receptacle.
- Food at events is **prohibited** without approval from the designated space steward.
 - o Exception requests should be made at least two weeks in advance.
 - o If food is permitted, pre-packaged, single-serve items are preferred.
 - o Food items must be removed from the room to a central trash receptacle at the end of the event.
 - o Additional housekeeping charges may be warranted when food is included for events.
- Due to housekeeping protocols, weekend activities are **prohibited** in academic spaces without approval from the designate space steward.
 - o Exception requests should be made at least two weeks in advance.
 - o Housekeeping charges may be incurred as a result of weekend activities to ensure enhanced cleaning protocols are followed and rooms are ready for instruction on Monday morning.
- Due to social distancing needs and in order to promote public safety efforts, campus solicitation tables are prohibited.

Daytime Use (Monday – Friday)

- All reservable academic space is available for academic unit use prior to 6:00 pm, provided that the activity does not interfere in any way with academic instruction.
- These activities must be completed by 6:00 pm, or they will be subject to the guidelines for evening hours.

Evening Use (Monday – Friday)

- Limited space is available for use by campus units for events that occur after 6:00 pm. These spaces are as follows. Additional spaces may be added if there is significant need and proper safety protocols can be implemented to ensure academic instruction is not disrupted.

Cameron Hall 105
Congdon Hall 1008
Dobo Hall 1006
Education Building 162
McNeill Hall 1005
McNeill 1051

Morton Hall 100
R-Complex Modular 2110
R-Complex Modular 2115
Randall Library Auditorium

- Use of any other space besides the above requires the approval of the designated space steward.
- All events must be concluded no later than 9:00 pm so that Housekeeping can begin to prepare the rooms for the next day.

Registered Student Organization Events

The university recognizes approximately 300 student organizations with official status and rights as denoted with the *Code of Student Life*. This recognition permits registered student organizations (RSOs) to use campus space for general activity, permitting they follow protocols established through the Offices of Campus Life (CL) and Space Planning and Management (SPM). Given the health and safety concerns related to COVID-19 and the enhanced cleaning protocols required to ensure classrooms are ready for use each day, space stewarded by units in Academic Affairs will be limited for use by RSOs.

General Procedures for all events:

- All space requests must be made to the designated space steward through the campus reservation system, EMS.
- COVID-19 room capacities will be utilized for all activities. RSOs must adhere to these capacities, as well as the general guidance of 10 indoor and 25 outdoor participants (during Phase 2 of the Governor's Executive Order).
 - o RSOs must submit an estimated attendance number for events as part of the reservation process. Failure to do so will result in a denial of the request.

- Social distancing guidelines are expected to be utilized.
 - o Face coverings are required for indoor movement and when participating in all activities.
 - o Furniture may NOT be relocated.
 - o Identified seating in room that are safe distances must be used.
 - o Participants should utilize cleaning supplies to prepare their personal space prior to event.
- Trash generated by the RSO should be cleaned prior to departure and/or stacked neatly near the room trash receptacle.
 - o Food at events is **prohibited**.
- Due to housekeeping protocols, weekend activities are **prohibited** for RSOs in academic spaces.
- Due to social distancing needs and in order to promote public safety efforts, campus solicitation tables are prohibited.

Daytime Use (Monday – Friday)

- All reservable academic space is available for RSO use prior to 6:00 pm, provided that the activity does not interfere with academic use (class instruction, special academic events, etc.). Some historical limitations may apply.
- These activities must be completed by 6:00 pm, or they will be subject to the guidelines for evening hours.
- Academic activities will take precedent over RSO use prior to 6:00 pm. Campus units must request use of a space at least 2 business days (48 hours) in advance to allow space stewards adequate time to relocate a student organization.

Evening Use (Monday – Friday)

- Limited space will be identified and available for use by RSOs for events that occur after 6:00 pm. These spaces are as follows. Additional spaces may be added if there is significant need and proper safety protocols can be implemented to ensure academic instruction is not disrupted.

Cameron Hall 105
Congdon Hall 1008
Dobo Hall 1006
McNeill Hall 1005

McNeill 1051
Morton Hall 100
R-Complex Modular 2110
R-Complex Modular 2115

- Academic activities will take precedent over RSO use prior to 6:00 pm. Academic units must request use of a space at least 2 business days (48 hours) in advance to allow space stewards adequate time to relocate a student organization.
- Use of any other space besides the above requires the approval of designated space steward.
- All events must be concluded no later than 9:00 pm so that Housekeeping can begin to prepare the rooms for the next day.

- Designated space stewards should monitor usage of spaces by RSOs for violations of the Facilities Use Agreement and the Code of Student Life. Reports of possible violations should be submitted to the Office of Campus Life.
 - o RSOs which are found responsible for violations may lose their privileges to use campus space.

Exceptions Protocol for Campus Activities/Events:

Events that require exceptions from the **Exceptions Review Committee:**

- Activities that propose to exceed the indoor/outdoor mass gathering limits (currently 10 indoors and 25 outdoors)
- Activities that involve external participants

Requests for exceptions should be made in writing at least two weeks in advance to either Campus Life or Space Planning and Management.

Events that require exceptions from the **space steward:**

- Use of non-approved space
- Use of approved space after 9:00 pm Monday – Friday evenings
- Food at events hosted by Academic or Administrative units
- Use of approved space on Saturday or Sunday

Requests for exceptions should be made in writing at least two weeks in advance to the designated space steward through the Campus Reservations System (EMS).