

Trinity College On- and Off-campus Gathering Guidelines for the Campus Community—Fall 2021 REVISED

Health and safety protocols continue to be implemented with special attention to indoor campus spaces and off-campus trips/gatherings.

Flexibility and cooperation are needed in order to create a vibrant and engaging campus life. College department reservation and event support services (Campus Safety, Dining Services, Facilities, and Information Technology Services) requests must be submitted via the Office of Events and Campus Operations scheduling system, EMS (reservations.trincoll.edu), at least 3 weeks (larger scale events at least 8 weeks) prior to the proposed date and finalized 10 days prior. Student organizations must contact Student Activities, Involvement, and Leadership (S.A.I.L.) for their reservation and event support services requests to be submitted to EMS. Virtual events like in-person events should continue to be submitted to EMS in order for them to filter to Live Whale, the college's calendaring system.

Departments or groups should have alternate plans in the event that viral conditions worsen.

Additional questions, please contact events-operations@trincoll.edu.

Face Coverings

- *Indoor, on- and off-campus*: required except when alone, such as in a private office or in college-sponsored housing
- *Outdoor, on- and off-campus*: required at college- and student-sponsored events and gatherings including at designated outdoor athletic events based on expected crowd size.
- *Daily outdoor activities (e.g. walking/running, small gatherings in the quad, small meetings, and at meals)*: not required

Space, Attendee Capacities, and Supervision

- Indoor space capacities are based on a three-foot distance between participants at all times and no more than 50 % normal capacity.
- Classroom capacity is 100% normal capacity for academic classes. No food and beverage allowed during classes. Reservations in classrooms for events and gatherings will be confirmed after the add/drop deadline which is Wednesday, September 15, 2021.
- Assignments to campus spaces (indoor/outdoor) and attendee capacity will be confirmed by the event type along with the appropriate # of faculty/staff needed for supervision. Pre-determined set ups have been created to accommodate a variety of gatherings. Please refer to the Campus Spaces—Frequently Used section on page 3 for campus space capacities.
- Attendee capacities
 - Indoor, on-campus:
 - * unsupervised with face covering—up to 25 people
 - * supervised with facing covering—26-150 people
 - Outdoor, on-campus:
 - * unsupervised with face covering—up to 50 people
 - * supervised with facing covering—51-300 for non-athletic college-sponsored events and within limits for stadium capacities

Campus space privileges may be revoked if the Gathering Guidelines are not followed. Campus Safety is aware of space reservations. Greek life notes: no large parties/concerts; no indoor socials; Greek recruitment will be a mixture of in-person/virtual gatherings.

Proof of Vaccination for Visitors and Event Participants

- Campus community members must show their Trinity ID to access all indoor college-sponsored events.
- Visitors and event participants are welcome on campus, and required to show proof of vaccination to attend all indoor college-sponsored events including indoor athletic events and events at the Austin Art Center and Cinestudio. *Note: No exemptions allowed.*
- Visitors and event participants include but not limited to: general audience members, guest speakers, external reviewers, performers, candidates for employment, Smith House overnight guests, vendors, and event attendees where food and beverage is served.
- Event hosts (college department/student group) of an indoor college-sponsored event, including an outdoor college-sponsored event with an assigned indoor rain location, will be responsible for verifying proof of vaccination from visitors and event participants along with maintaining the approved space capacity, 3ft. social distancing, and the wearing of face coverings at all times.
- Visitors and event participants can confirm proof of vaccination by submitting a photo of their vaccination card via email or present their card or photo of a vaccination card upon arrival to the event.

Performing Arts, Athletics, and Recreation

- Participants, instructors, and coaches in performing arts (theater, dance, and vocal) and athletic and recreational activities (practices and competitions) are not required to wear face coverings during the activity as long as all are vaccinated. A face covering must be worn at all other times (e.g. on the sidelines, off stage, between sets). Please review the space, attendee capacities, and supervision section above for additional guidance. *Note: the Hazelton Fitness Center requires a face covering all times.*
- Face coverings are required of all attendees at indoor athletic events and at designated outdoor athletic events where social distancing is limited because of expected crowd size.
- Approved, unvaccinated students will need to wear a face covering at all times.

Food and Beverage Options

While hosting a gathering on campus or visiting a restaurant, attendees are encouraged to dine outdoors wherever possible.

- *Chartwells Dining Services*: offering the following styles of service—self-serve buffet/reception, served sit down, “Bantams on the Fly” delivery and pick up service. Food trucks and beer/wine service must be coordinated through Chartwells. Please contact Danielle Casey at danielle.casey@compass-usa.com. *Note: due to procurement challenges, a lead time of 10 days (14 days for food trucks) on all catering orders is required.*
- *External caterers/self-catered*: Please see Food Safety guidance on the next page.

Transportation

Full capacity of passengers (in personal vehicles, college vans, and college-procured buses) allowed under the following conditions:

- All passengers must wear face coverings inside the vehicle and space themselves as much as possible within the vehicle.
- While transportation may take place separately from the supervision, the supervision is expected to be in place for the entirety of the event.

Subject to change and additional guidance may be added at any time.

as of 9/20/2021

Additional Guidance

Food Safety for External Caterers/Self-catering

- Grab-n-go is the recommended style of service from external caterers (e.g. The Kitchen, First and Last Restaurant) or self-catering (e.g. BJs, Stop and Shop). No staffing allowed on campus. Orders must be dropped off at the perimeter of campus or picked up by a college employee.
- Larger gatherings with food are strongly encouraged to contract with Chartwells Dining Services. Departments choosing to use an external caterer or self-cater, must minimize health concerns by noting the following during menu planning and service:
 - * Use chafing dishes to help maintain hot food temperature. Hot food should remain at 135°F or higher. Perishable food (dairy, poultry, eggs, fish, meat, etc.) shall not be served once it has been “out of temperature” for longer than 4 hours (danger zone between 42-134°F).
 - * Use ice bowls, coolers or other insulated dishes to help maintain cold food temperature. Cold food should remain at 41°F or colder.
 - * If serving outdoors, use lids or foil to cover food that is not being served to prevent exposure to contaminants. Keep food and coolers out of direct sunlight.
 - * Avoid temperature danger zone between 40-140°F where bacteria can multiply quickly.
 - * Do not allow food to sit out of temperature control (refrigeration or hot holding) for more than 2 hours.
 - * Leftovers should be refrigerated as soon as possible. When in doubt throw it out.
 - * Use serving utensils for all items (e.g. use a tong for a pizza slice or a sandwich). Encourage attendees to sanitize hands before and after using serving utensils. Have appropriate serving utensils and back up for each item so attendees aren’t tempted to use their hands to serve food.

Reminders:

- Please note your intentions to use an external caterer or self-cater early on in the reservation process in order to have a COVID-19 gathering sanitization/signage kit ready for pick up. Kits will be available at the Smith House by the elevator and Office of Events and Campus Operations on the second floor of Mather Hall, Monday-Friday, 9:00 a.m.-3:00 p.m.
- Chartwells Dining Services has exclusive use to the Smith House with the exception of simple and small gathering (sandwiches, bagels, salads up to 10 people).
- Make sure to order the necessary disposable serving utensils, chafing dishes, paper plates, napkins, and plasticware from the external caterer or purchase from a store. Supplies are not available on campus.
- The Office of Events and Campus Operations has a limited inventory of navy table linens. Please contact your division/department events liaison at least 3 weeks prior to your proposed date. The linen package can be picked up at the Smith House by the elevator, Monday-Friday, 9:00 a.m.-3:00 p.m. It is the sponsoring department responsible to return the linen clean and folded to the Smith House within 48 hours. Non-returned linen will result in a \$20.00 per linen department charge.

State and City Licenses and Permits *Tents and Outdoor Electrical Requests*

- The college is required to secure proper state and city permits for certain special events and services held on campus.
- The Office of Events and Campus Operations coordinates the permitting process in conjunction with Facilities Services and Campus Safety. The requests must be made to your Events and Campus Operation department liaison at least 6 weeks prior to the special event. A fee may be assessed. Inquires to state and city officials in regards to facilities (building inspector, fire marshal, etc.) must be coordinated with Facilities Services.

Note: Greek Life special events must contract directly with a tent company and an electrical contractor, if applicable. The contracted companies must manage the appropriate permit processes. The names of the contracted companies along with copies of the permits must be forwarded to the Office of Events and Campus Operations one week prior to event.

Supplies

Tables, Chairs, Tents, Staging, and Many More Items

- The Events and Campus Operations owns and maintains a multitude of special events supplies. For a full list of items, please contact events-operations@trincoll.edu.

Events and Campus Operations Liaisons

Megan Fitzsimmons

- Director
- Chartwells and Facilities Services liaison
- Educational Partners and External Organizations
- Enrollment

Christina Bolio

- Advancement
- Athletics
- Campus and Student Life
- Diversity, Equity, and Inclusion

Elliot Levesque

- Communications and Marketing
- Educational Partners and External Organizations
- Enrollment and Student Success
- Library and Information Technology Services
- President

Ilda Ramos

- Dean of Faculty
- Academic Departments and Programs
- Finance and Operations
- Spiritual and Religious Life

Campus Spaces—Frequently Used

Spaces with a * have the appropriate equipment installed for possible streaming. Please connect with Media Technology Services at mts@trincoll.edu to discuss your specific technology needs to ensure your event is scheduled in the appropriate space.

Please note: assignment to a campus space and attendee capacity will be determined by the event type along with the appropriate # of faculty/staff needed for supervision.

ACADEMIC

Building	Room	Classroom, as is
McCook Academic Building	Auditorium*	90
McCook Academic Building	Lecture Room 225*	16
McCook Academic Building	Lecture Room 303*	16
Jacobs Life Sciences Center	Lecture Room 134*	25
Jacobs Life Sciences Center	Lecture Room 138-39*	25
Jacobs Life Sciences Center	Boyer Auditorium*	45
Raether Center	Lecture Room 181*	15
Raether Center	Alden Trust Computing Lab B02*	12
Raether Center	United Technologies Computing Lab B03*	16
Seabury Hall	Waters Family Seminar Room N128*	14
Seabury Hall	Bigelow Classroom N129*	19
Seabury Hall	Wagner Lecture Room N130*	18
Seabury Hall	Class of 1943 Reception Hall N215*	14
Seabury Hall	Lecture Room N217*	30
Seabury Hall	Lecture Room S201*	18
Seabury Hall	Lazay Computer Center S205*	12
Seabury Hall	Bogle Student Multi-Use Room 204*	14

NON-ACADEMIC

Building	Room	Row Seating	Conference	Banquet Rounds	Banquet Rectangles	Reception
Admissions	Group Conference Room 301*	24	16	n/a	24	24
Admissions	Video Conference Room 202	n/a	10	n/a	n/a	n/a
Chapel	Main Chapel	150	n/a	n/a	n/a	n/a
Chapel	Friendship Chapel	25	n/a	n/a	n/a	n/a
Hallden Hall-N	Dangremond Family Commons 104*	30	n/a	30	n/a	30
Hamlin Hall	Academic Club	20	10	n/a	n/a	20
Hamlin Hall	Dining Hall	60	20	n/a	48	60
Mather Hall	Alumni Lounge	n/a	16	n/a	n/a	n/a
Mather Hall	Lobby Tables (3)	n/a	n/a	n/a	n/a	2
Mather Hall	Rittenberg Lounge	40	20	36	n/a	40
Mather Hall	Washington Room*	150	n/a	150	n/a	150
Mather Hall	Wean Terrace ABC	85	30	72	n/a	85
Mather Hall	Wean Terrace Room A	n/a	10	12	10	n/a
Mather Hall	Wean Terrace Room B	40	20	36	n/a	40
Mather Hall	Wean Terrace Room C*	20	10	18	n/a	20
Raether Center	Joslin Family 1823 Room*	50	24	n/a	36	50
Smith House	Reese Room*	30	16	30	n/a	30

STUDENT GROUP HOUSES—AASA, Charleston, Hillel, I-House, La Eracra, Mill, QRC, Treehouse, and Umoja**

Houses	All floors, informal gatherings	n/a	n/a	n/a	n/a	12

**Additional capacities determined by a gathering event type reservation request.

TENTS (UNDER LOCATIONS IN EMS SELECT VIEWS VS. BUILDINGS)

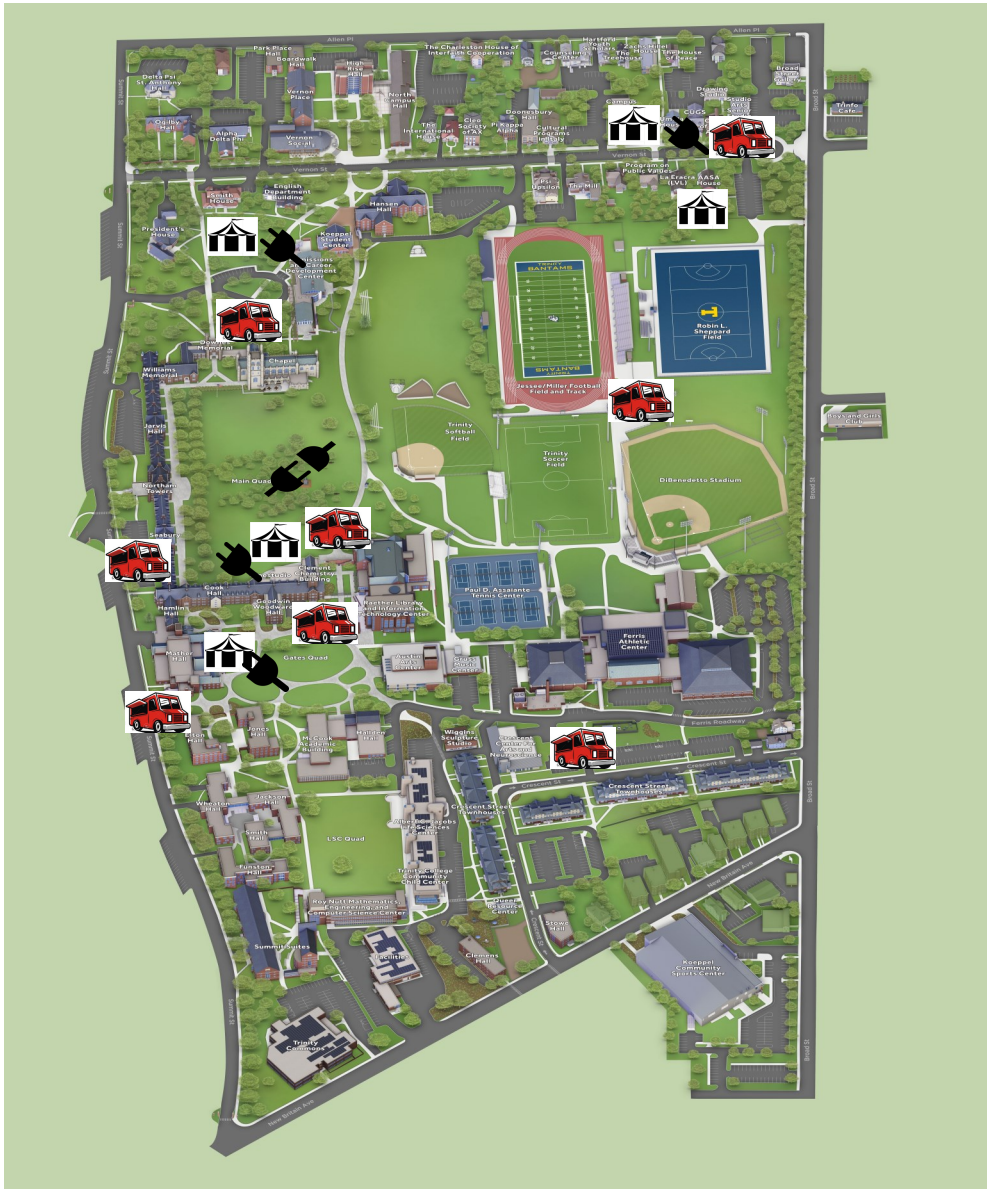
Exterior Space	Cave Patio, 30x60 (Dining)	n/a	n/a	102	n/a	n/a
Exterior Space	Main Quad, south side, 30x60	n/a	n/a	n/a	120	120
Exterior Space	AASA and La Eracra, 30x30	n/a	n/a	n/a	72	75
Exterior Space	Smith House, 30x30	n/a	n/a	48	72	75
Exterior Space	Umoja/Zachs Hillel Houses, 30x30	n/a	n/a	n/a	72	75

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as of 9/20/2021

Exterior Service Locations

Tents, Electrical, and Food Trucks



KEY



Electrical
No permit
necessary
3 weeks notice



Electrical
Must secure
a permit
6 weeks notice



Tents
400 sq. ft. & larger
must secure
a permit
6 weeks notice

399 sq. ft. & under
no permit
necessary
3 weeks notice



Food Trucks
3 weeks notice

*Locations
are approximate.*



Gathering Tents, August-November, 2021, weather dependent for removal in November.

Installed

North side

For gatherings:

- AASA/La Eracra Houses backyard (30x30)
- Zachs Hillel House/Umoja Houses lawn (30x30)
- Smith House backyard (30x30)

Note: existing patio awning—20x22

South side

For dining: The Cave Patio (30x60)

For gatherings: Main Quad (30x60)

To be installed, request

Various locations

For gatherings:

- 20x20—additional charge to set up and permit, 6 weeks notice
- 16x16—3 weeks notice



Electrical Possible Pull Locations

North side: Vernon Street, Smith House yard

South side: Quad-Bishop, Cook/Goodwin Hall, Cave Patio, Gates Quad



Food Trucks Locations, note: level ground required

North side: Vernon Street, Admissions circle (weekends or after 5:00 p.m. only), Tansill Muldoon Stadium (Athletics only)

South side: Raether Center Quad patio and Gates Quad entrance, Seabury lot, Gates circle, Crescent Townhouses lot