

Trinity College Gathering Guidelines for the Campus Community

as of 3/2/2022, subject to change and additional guidance may be added at any time.

We know that COVID-19 can spread quickly in settings where there is a dense crowd and limited ability to practice good public health habits, such as mask wearing and social distancing. Health and safety protocols continue to be implemented with special attention to indoor campus spaces and off-campus trips/gatherings.

The following guidance will be in place:

	“Arrival Days” <i>January 26-February 6, 2022</i>	“Settling In” <i>Thru March 9, 2022 (extended)</i>
Overview	The college waits results from the students’ first three PCR tests: pre-arrival test (which could be a rapid), day of arrival PCR test, and the second on campus PCR test from the week of Jan 31. If any of the first three tests are missed, students’ risk being required to leave campus and possibility withdraw from the semester. Students must limit interactions to peers within their living space – residence community floor, townhouse, suite, or apartment. Weekly testing begins.	Upon review of national, local, and campus data regarding the presence of COVID-19, the college may adjust the guidelines during this time period. Students must continue to limit interactions to peers within their living space – residence community floor, townhouse, suite or apartment. Weekly testing continues. If two consecutive weekly tests are missed, students’ risk being required to leave campus and possibly being required to withdraw from the semester.
On-campus Food and Beverage Options	<u>Dining Facilities:</u> Grab-n-go option only <u>Peter B’s Cafe and Underground Coffeehouse:</u> Grab-n-go option only <i>Note: Meals should be eaten in student’s individual residential room. Food and beverage is prohibited in the Raether Library and Information Technology Center and all academic classrooms/labs. No food and beverage at gatherings.</i>	<u>Dining Facilities:</u> full seating with grab-n-go available <u>Peter B’s Cafe and Underground Coffeehouse:</u> full seating with grab-n-go available <i>Note: Food and beverage is prohibited in the Raether Library and Information Technology Center (RLITC) and all academic classrooms/labs. No food and beverage at gatherings.</i>
Off-campus Travel	Limit travel off-campus for essential needs only - groceries, appointments, etc. Dining and gathering at restaurants and bars is strongly discouraged. Please order delivery.	Dining and gathering at restaurants and bars is strongly discouraged. Please order delivery.
On-campus Gatherings <i>(see pages 4-5 for space capacities)</i>	<p>No large social gatherings through the month of February. Meetings, programs, and events for departments, student organizations/groups, and athletic teams, must be held virtually, <u>unless</u> supervised by a college employee(s). External speakers will be permitted (e.g. lectures) as long as the individual(s) is fully vaccinated and shows proof of a negative rapid test 24 hours prior to arrival. Proof must be confirmed by sponsoring department.</p> <p style="padding-left: 40px;"><u>Indoor, supervised:</u> determined by event type, supervision, and 50% space capacity <u>Outdoor, supervised:</u> determined by event type, supervision, and space</p> <p>No food and beverage allowed at gatherings.</p> <p><i>Campus space privileges may be revoked if the Gathering Guidelines are not followed. Campus Safety is aware of space reservations.</i></p>	<p>No large social gatherings through at least Wednesday, March 9th. Small indoor social gatherings of up to 40 people are permitted but cannot exceed 50 percent capacity of a space. Food is allowed.</p> <p>Meetings, programs, and events for departments, student organizations/groups, and athletic teams, can be held in-person. External speakers will be permitted (e.g. lectures) as long as the individual(s) is fully vaccinated and shows proof of a negative rapid test 24 hours prior to arrival. Proof must be confirmed by sponsoring department.</p> <p style="padding-left: 40px;"><u>Indoor, supervised:</u> determined by event type, supervision, and 50% space capacity <u>Indoor, unsupervised organizational meetings:</u> 50% space capacity <u>Outdoor, supervised:</u> determined by event type, supervision, and space</p> <p><i>Campus space privileges may be revoked if the Gathering Guidelines are not followed. Campus Safety is aware of space reservations.</i></p>
Athletic Facilities	Ferris Athletic Center is open for recreation and exercise and in accordance with current policies and set times.	Ferris Athletic Center is open for recreation and exercise and in accordance with current policies and set times.

Face Coverings Mandate

All members of the campus community must wear a surgical-type or KN95 mask.

Cloth masks are not allowed unless they are used over ASTM-approved masks as part of double masking.

- **Indoor, on-campus:** required except when alone, such as in a private office or individual college-sponsored housing assignment
- **Outdoor, on-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 on the quad, small meetings, and at meals):** not required

Face Coverings for 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.
- Face coverings must be worn, indoor and outdoor, when not engaged in the actual activity.

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 are 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 department 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 and the wearing of face coverings at all times.
- Visitors and event participants must present their vaccination card or a photo of their card to the department host upon arrival to the event. *Note: event participants (e.g. lecturers) must also show proof of a negative rapid test 24 hours prior to arrival. Proof must be confirmed by department host.*

Requesting Space and Event Support Services

College department space 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 2 weeks (larger scale events at least 6 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 should also be submitted to EMS in order for them to also filter to Live Whale, the college's calendaring system. Departments or groups should have alternate plans in the event that viral conditions continue to worsen.

Non-academic Space Capacity Guiding Principles

Capacities below are based on a three-foot distance between participants at all times and no more than 50% capacity. Furniture (e.g. tables, chairs, stage, etc.) and other services (e.g. technology services) allocated for the event will impact the capacity of the space.

Austin Arts Center, Cinestudio, Gruss Music Center, and Trinity Commons: see page 4 for capacities

Campus Meeting Spaces (e.g. Mather Hall, Hamlin Hall, Dangemond Family Commons, etc.): see page 4 for capacities

Chapel: see page 4 for capacities

Ferris Athletic Center and Koeppel Community Sports Center: see page 5 for capacities

Greek, Theme, Cultural, and Social Houses: see page 5 for capacities

- Staff members who have an operational role (campus safety, dining services, media tech, college administrators, etc.) do not impact the space capacity.
- Performers on stage do not impact the attendee capacity; event planners who will be moving in and around the space do not impact the attendee capacity; photographers/technical staff that are stationary in the space will count in the attendee capacity.
- Overflow space for live streaming can be considered during the planning process (e.g. TASA Fashion Show); overflow spaces unavailable for social gatherings (e.g. DJ party).
- The student group advisor and assigned event supervisor(s) will establish the event capacity and appropriate supervision based on the event type and the non-academic space capacity guiding principles.

Transportation

50% capacity of passengers (in personal vehicles, college vans, and college-procured buses) allowed under the following condition while supervised for college-related business: All passengers must wear face coverings inside the vehicle and space themselves as much as possible within the vehicle.

Food and Beverage Options

- **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 Melissa LaComb at Melissa.LaComb@compass-usa.com. *Note: due to procurement challenges, a lead time of 10 days (21 days for food trucks) on all catering orders is required.*
- **External caterers/self-catered:** 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. BJ’s, 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 20 people).
- Sponsoring department is responsible for clean up after the gathering.
- Make sure to order the necessary serving utensils, chafing dishes, paper plates, napkins, and flatware 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 2 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

Outdoor Tents, Heaters, Electrical, and Firework Requests

- The college is required to secure proper state and city permits for certain special events and services held on campus (e.g. heating, electrical, tent, fireworks, etc.). See page 6 to see approved locations.
- 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 8 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 gatherings 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.*

Event Supplies

- The Events and Campus Operations owns and maintains a multitude of special events supplies (tables, chairs, tents, staging, and many more items). For a full list of items, please contact events-operations@trincoll.edu.

Campus Spaces—Academic and Non-Academic

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.

Academic: Classroom capacity is 100% for academic classes. No food or beverage allowed in classrooms. Reservation in classrooms/labs for events or gatherings will be confirmed after the add/drop deadline which is February 7th.

Building	Room	50% Capacity
Austin Arts Center	Garmany Hall	30
Austin Arts Center	Goodwin Theater	160
Gruss Music Center	Rehearsal Hall	30
Jacobs Life Sciences Center	Lecture Room 134*	25
Jacobs Life Sciences Center	Lecture Room 138-39*	25
Jacobs Life Sciences Center	Boyer Auditorium*	50
McCook Academic Building	Auditorium*	94
McCook Academic Building	Lecture Room 225*	16
McCook Academic Building	Lecture Room 303*	16
Raether Center	Lecture Room 181*	16
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*	17
Seabury Hall	Class of 1943 Reception Hall N215*	14
Seabury Hall	Lecture Room N217*	32
Seabury Hall	Lecture Room S201*	18
Seabury Hall	Lazay Computer Center S205*	11
Seabury Hall	Bogle Student Multi-Use Room 204*	14
Trinity Commons	Performance Lab 152	30

Non-Academic - 50% Capacity

Building	Room	Row Seating <i>(with center aisle)</i>	Conference <i>(square)</i>	Banquet Rounds <i>(6-8 chairs per table)</i>	Banquet Rectangles <i>(6-8 chairs per table)</i>	Reception <i>(room clear)</i>
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	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
Vernon Social	Stage area (and stadium seating)	75	24	n/a	24	75

Athletic Facilities

Ferris Athletic Center and Koeppel Community Sports Center will operate at no more than 50% capacity but that may be modified based on latest campus cases, community health guidance, and NESAC policies.

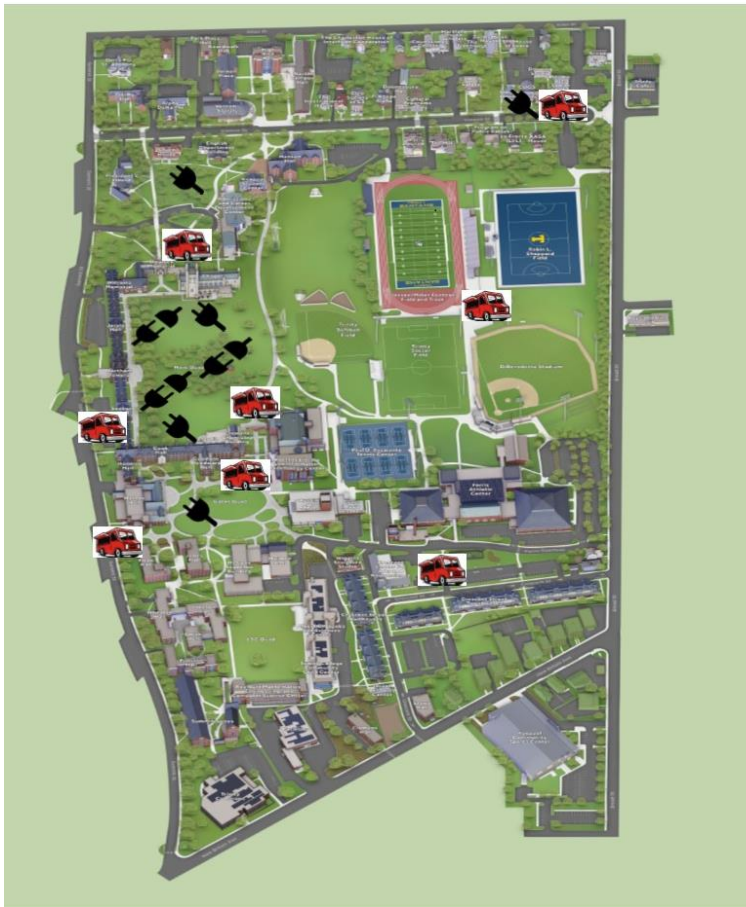
Building	Room	Capacity
Ferris Athletic Center	Kellner Squash Center	250
Ferris Athletic Center	Memorial Fieldhouse	Athletic dept. and event supervisor establish event capacities.
Ferris Athletic Center	Oosting Gym	750
Koeppel Community Sports Center	Williams Rink	1700

Greek Life and Student Campus Houses

Note: first floor useable space has been used to calculate the capacity following the space capacity guiding principle of no overflow spaces (basement, 2nd, 3rd floors) available for social gatherings/meetings. Existing furniture (e.g. sofas, tables, chairs, bookcases, desks, pool tables) and misc. services (e.g. DJ or movie screen) for the gathering/meeting impact the capacity of the space. Student campus house furniture may need to be cleared and stored appropriately.

House	College Staff Liaison	Capacity
Asian American Student Association	Jared Delane	20
Charleston House of Interfaith Cooperation	Marcus Halley	12
Greek Life Houses	Trevor Beauford	Please contact Trevor Beauford.
I-House	Katie Clair	25
La Eracra	Jared Delane	25
The Mill	Trevor Beauford	22
Queer Resource Center	Crystal Nieves	8
The Treehouse	Joe Barber	17
Umoja House	Jared Delane	23
Zachs Hillel House	Lisa Kassow and Leah Staffin	28

Exterior Service Locations Food Trucks and Electrical



KEY



Electrical
No permit
necessary
2 weeks notice



Electrical
Must secure
a permit
6 weeks notice



Food Trucks
3 weeks notice

*Locations
are approximate.*



Electrical Possible Pull Locations

North side: Vernon Street, Smith House yard

South side: Quad-Bishop, Quad-Long Walk, 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

Events and Campus Operations Liaisons

Megan Fitzsimmons

*Director including Event
Operations, Post Office, and
Sustainability*

Liaison for:

- Chartwells
- Facilities Services
- Dream Camp
- Enrollment, Guest Experience
Team

Christina Bolio

Liaison for:

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

Elliot Levesque

Liaison for:

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

Ilda Ramos

Liaison for:

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