

Barton's ability to support student learning and promote the well-being of faculty, staff and students, are linked to the way the College brings people together. This protocol outlines general expectations for the planning and implementation of events affiliated with the College. Such events include those organized by student groups off-campus (i.e. fraternity and sorority gatherings) and by students in their off-campus residences (i.e. parties and social gatherings).

Event Planners Should:

- Evaluate the purpose of each event and determine the best way to deliver it to meet that purpose. Many events can meet their overall purposes without being held in the ways they have been held in the past.
- Consider who will be attending the event. If the event is designed for populations with a high proportion of at-risk members, event planners should consider holding the event remotely, or taking particular precautions to support the health and well-being of attendees. If attendees will be both members of the public and members of the Barton community, members of the Barton community take precedence in event planning, guidelines, and attendance.
- Determine where the event can be held given the purpose and number of attendees. All events held on Barton's campus or sponsored by Barton students, staff, or faculty must adhere to the College's face covering and social distancing guidelines at the time the event takes place. If expected attendance exceeds the adjusted capacity of the room where the event will be held given social distancing requirements, consider moving to an alternative room, dividing attendees into separate rooms, or livestreaming the event so some portion of attendees may participate remotely.
- Avoid activities that could spread airborne droplets more rapidly such as singing, live dancing, and other types of performances. If such activities are required to achieve the purpose of the event, such activities should either be moved outdoors, filmed and shared online, or held inside with particular precautions in place to protect participants and attendees. People should maintain social distance outdoors. Event planners may request the use of masks outdoors as well, depending on the associated activity.
- Actively manage the event. Event sponsors are responsible for working with attendees to ensure the success of the event. Among the things planners should consider with social distancing and safety in mind, are:
 - Set-up of the room.
 - Provision of food. If food is provided, it must be done in keeping with college and state guidelines in place at the time of the event.
 - Communication of expectations to attendees in advance of the event.
- Guidelines for how expectations will be managed. For instance, if people arrive without masks, will the event planners provide masks? If more people arrive than is permissible, how will event organizers turn away additional attendees?
- Cleanliness before, during, and after the event. Check with Barton's Facilities Services to ascertain cleaning requirements and services available.