

Trinity College On- and Off-campus Gathering Guidelines for the Campus Community for November-December 2021

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 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 3 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 like in-person events, should 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.

Non-academic Space Capacity Guiding Principles

Austin Arts Center, Cinestudio, Gruss Music Center, and Trinity

Commons: 100%

Chapel: see page 3 for capacities

Ferris Athletic Center and Koepfel Community Sports Center:

athletic venues will be at 100% unless otherwise noted in order to comply with NCAA and NESCAC COVID policies.

Greek, Theme, Cultural, and Social Houses: formal organization/administrative meetings, unsupervised: 100%; social gatherings: up to 50%

Campus Meeting Spaces (e.g. Mather Hall, Hamlin Hall, Dangemond Family Commons, etc.—see page 3 for capacities): lectures/presentations/meetings: up to 100%; social gatherings, supervised: up to 75%

Student Organization/Department Meetings: 100%, unsupervised

- 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.

Face Coverings

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

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 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 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

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 (21 days for food trucks) on all catering orders is required.* Chartwells Dining Services has exclusive use to the Smith House with the exception of simple and small gathering (grab and go up to 20 people).
- *External caterers/self-catered:* Please see Food Safety guidance on the next page.

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

as of 11/10/2021

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 *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.)
- 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 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.

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.

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

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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

Building	Room	100% Capacity, used as is
Austin Arts Center	Garmany Hall	60
Austin Arts Center	Goodwin Theater	320
Gruss Music Center	Rehearsal Hall	60
Jacobs Life Sciences Center	Lecture Room 134*	50
Jacobs Life Sciences Center	Lecture Room 138-39*	50
Jacobs Life Sciences Center	Boyer Auditorium*	97
McCook Academic Building	Auditorium*	188
McCook Academic Building	Lecture Room 225*	32
McCook Academic Building	Lecture Room 303*	32
Raether Center	Lecture Room 181*	31
Raether Center	Alden Trust Computing Lab B02*	24
Raether Center	United Technologies Computing Lab B03*	32
Seabury Hall	Waters Family Seminar Room N128*	28
Seabury Hall	Bigelow Classroom N129*	38
Seabury Hall	Wagner Lecture Room N130*	35
Seabury Hall	Class of 1943 Reception Hall N215*	28
Seabury Hall	Lecture Room N217*	64
Seabury Hall	Lecture Room S201*	36
Seabury Hall	Lazay Computer Center S205*	23
Seabury Hall	Bogle Student Multi-Use Room 204*	28
Trinity Commons	Performance Lab 152	60

NON-ACADEMIC

Note: #'s listed below are a range of 75%-100% 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. A variety of pre-determined set ups have been created to accommodate an assortment of gatherings.

Building	Room	Row Seating <i>(with center aisle)</i>	Conference <i>(square)</i>	5ft Banquet Rounds <i>(6-8 chair per table dependent on room)</i>	6ft Banquet Rectangles <i>(6-8 chair per table dependent on room)</i>	Reception <i>(room clear)</i>
Admissions	Group Conference Room 301*	42-60	24-36	36-48	36-48	60-75
Admissions	Video Conference Room 202	n/a	16-20	n/a	n/a	n/a
Chapel	Main Chapel	200	n/a	n/a	n/a	n/a
Chapel	Friendship Chapel	25	n/a	n/a	n/a	n/a
Chapel	Crypt Chapel	25	n/a	n/a	n/a	n/a
Hallden Hall-N	Dangremond Family Commons 104*	42-60	16-20	36-48	n/a	42-65
Hamlin Hall	Academic Club	30-40	16-20	n/a	n/a	30-40
Hamlin Hall	Dining Hall	75-100	24-36	n/a	64-90	75-100
Mather Hall	Alumni Lounge	n/a	16-24	n/a	18-24	n/a
Mather Hall	Rittenberg Lounge	60-80	24-30	48-64	n/a	60-80
Mather Hall	Washington Room*	335-450	24-36	225-300	n/a	335-450
Mather Hall	Wean Terrace ABC	150-200	28-36	102-136	n/a	150-200
Mather Hall	Wean Terrace Room A	n/a	15-20	8-12	n/a	n/a
Mather Hall	Wean Terrace Room B	60-80	28-36	48-64	n/a	60-80
Mather Hall	Wean Terrace Room C*	30-40	16-20	24-32	n/a	30-40
Raether Center	Joslin Family 1823 Room*	60-80	24-36	42-56	42-56	60-80
Smith House	Reese Room*	42-60	24-32	42-56	n/a	42-60

Athletic Facilities

Building	Room	Capacity
Ferris Athletic Center	Kellner Squash Center	500
Ferris Athletic Center	Memorial Fieldhouse	Athletic dept. and event supervisor establish event capacities
Ferris Athletic Center	Oosting Gym	1500
Koeppe Community Sports Center	Williams Rink	3400

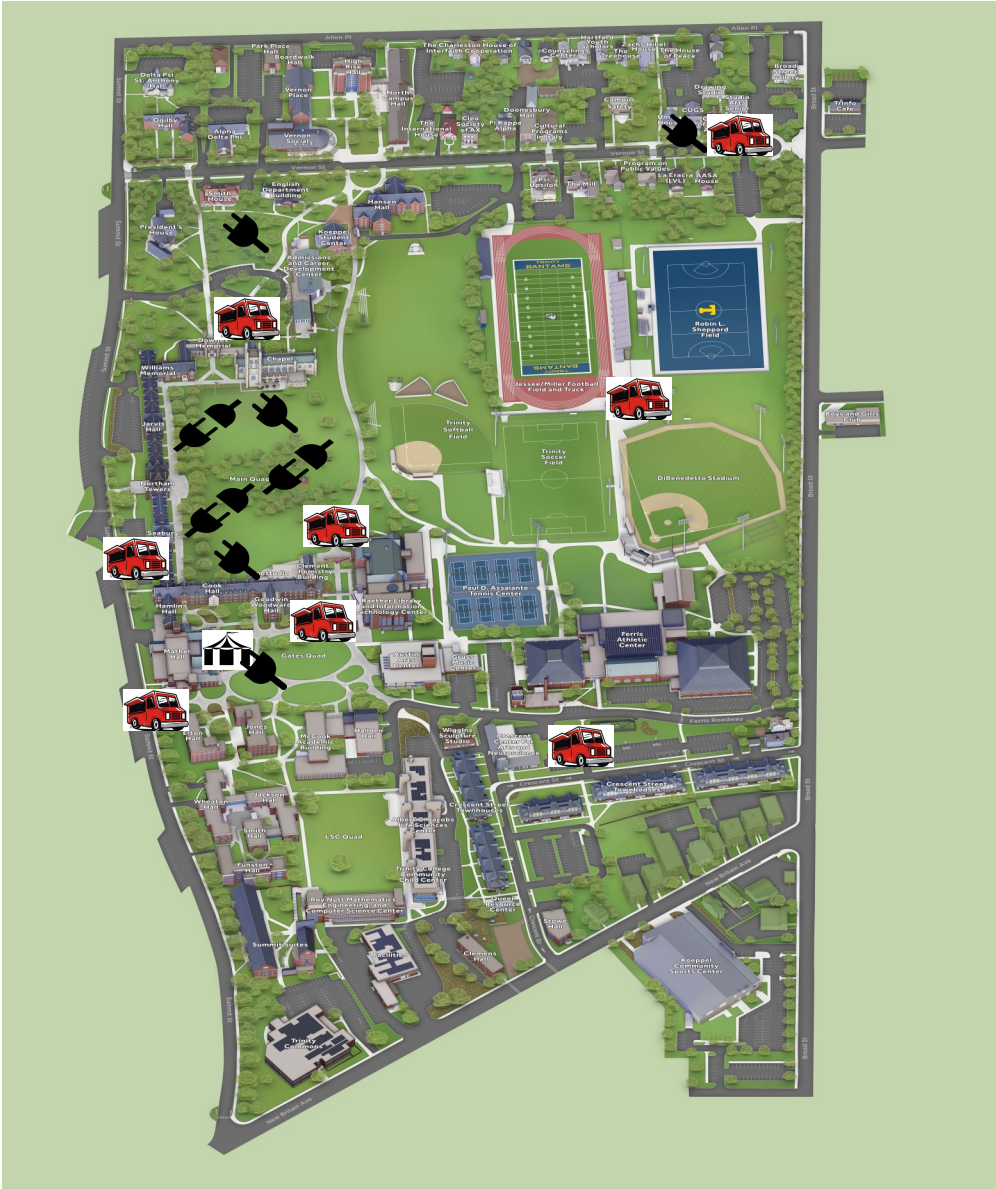
Greek Life and Student Campus Houses

Please consult with the assigned college staff liaison in regard to Greek Life and student campus house capacities.


House	College Staff Liaison
Asian American Student Association	Jared Delane
Charleston House of Interfaith Cooperation	Marcus Halley
Greek Life Houses	Trevor Beauford
I-House	Katie Clair
La Eracra	Jared Delane
The Mill	Trevor Beauford
Queer Resource Center	Laura Lockwood
The Treehouse	Joe Barber
Umoja House	Jared Delane
Zachs Hillel House	Lisa Kassow and Leah Staffin


Exterior Service Locations


Tents, Electrical, and Food Trucks



KEY

 **Electrical**
No permit necessary
2 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
1 week notice

 **Food Trucks**
3 weeks notice

Locations are approximate.



Gathering Tents, weather dependent for removal in November.

Installed

North side

For gatherings:

- Smith House Patio Awning—20x22

South side

For gatherings: The Cave Patio (30x60)

To be installed, request through EMS

Various locations

For gatherings:

- 20x20—6 weeks notice*
- *additional charge to set up and permit
- 22x16, 16x16, 10x10—1 weeks notice



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