

Heard, Julia

From: Office of the MSU Provost <provost@montana.edu>
Sent: Monday, March 15, 2021 11:05 AM
Subject: SEAT Committee Update



Office of the Provost

Dear Deans and Department Heads,

On Friday, March 12, the Gallatin City-County Board of Health adopted new rules with regards to allowable event sizes in the county.

Effectively immediately, indoor events will be allowed to have up to 150 people in attendance as long as masks and social distancing are observed. Outdoor events will be allowed to have up to 250 people, again, so long as masks and social distancing are observed.

While these new county rules will not alter how we are operating classrooms with masks and social distancing, the university will follow suit with these rules which will allow more latitude for a wide variety of campus events for students, faculty and staff. Keep in mind, the requirements for masks and social distancing remain in place.

During much of the past year of the COVID-19 pandemic, the Special Events Advisory Team, SEAT, has reviewed and approved, or denied, campus events based upon their compliance with health rules meant to slow the spread of the virus in our community.

SEAT will continue in its pandemic-adapted role of reviewing events that will take place now through May 1. Events that are scheduled to take place after May 1 do not need to be reviewed by SEAT but are expected to follow best practices for COVID-19 mitigation.

After May 1, SEAT will return to its original charge of providing guidance to the university's largest events to increase communications and cooperation between many key resources in event management such as facilities, security, catering, parking, etc.

As a reminder, applications for events that will occur between now and May 1 to SEAT should consider the following:

- Continue to conduct events virtually when feasible.
- Outdoor events are always preferred.

- Event sponsor is responsible for group compliance.
- Venue must be arranged for proper social distancing.
- Masks are required.
- Hand sanitizer must be made available to attendees.
- Common surfaces must be disinfected before and after use (e.g., tables, machines, etc.).
- Anyone experiencing symptoms must not be allowed to attend.
- Food options for consideration are:
 - Catering is approved for this specific location for xx people (pre-packaged only).
 - Catering is approved for distribution upon exiting the event (pre-packaged only).
 - Food and beverage are not permitted for this event.
 - If food is part of the event, consider that requiring mask usage then providing a reason to remove a mask - food - can be counterproductive to mitigation efforts.
- Ventilation is a consideration for certain types of events: Choral and wind instrument events require smaller groups and a larger space with better ventilation.
- Large events have been successfully broken down into smaller groups that do not interact.
- Proper scheduling of attendee's arrival and departure times from events can and has been effective at minimizing the risk of unnecessary gatherings.
- Structured events with defined ingress and egress points minimize the risk of inadvertently exceeding established group limits.

Montana State University has weathered the COVID-19 pandemic with the cooperation of all our students, faculty, staff and visitors. We are confident that, through your leadership, the university will continue to achieve its mission while keeping the risk of virus transmission low.

Sincerely,



Robert Mokwa
 Provost and Executive Vice President of Academic Affairs
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