

RUAA In-Person Events Policy & Event Recommendations

COVID-19 In-Person Event – Recommendations

To ensure the safety of event attendees and staff for all in-person interactions hosted by the Rutgers University Foundation (RUF) and Rutgers University Alumni Association (RUAA), the below policies and protocols are strongly recommended as we emerge from the pandemic and return to in person events and programming.

Pre-Event Communications:

- [Customized messaging](#) to alert registrants of any health and safety guidelines included on CVENT registration, event webpage, and email or printed invitations
- Modified confirmation/reminder email to all event attendees that includes messaging on guidelines and a [health self-screening](#)
- [Draft emails](#) to alert attendees if needing to pivot to virtual or cancel event

Pre-Event Logistics Planning:

- Review the RUAA Charter Groups In-Person Events Policy and familiarize yourself with [CDC](#), [NJ state](#) (or your local state guidelines), and [university](#) guidelines to ensure event compliance
- Review cancellation policy in all venue/vendor contracts and understand all costs that will incur if event is cancelled or postponed
- When planning an event on campus, use internal vendors associated with the university when feasible (i.e., Rutgers Facilities rentals, Rutgers Dining Services)
- Consider having venue security on stand-by to assist, including with guests not following protocol. *It is not their job to enforce event specific policy, such as mask wearing, but they can help reinforce and intervene if needed.* Prior to the event's start, work out a signal between you and the security for if you require their assistance.
- Setup and require an event pre-registration to limit the number of walk-ins; plan to have a check-in system on site to track all event attendees
- When considering catering options, plan to have plated meals, passed appetizers, and/or stations with servers. This format, with no self-serve buffets, will limit the number of guest touch points.
- If your event includes a cocktail reception, consider having plenty of guest seating to limit mingling and walking around the room.
- Discuss with your event partners the possibility of cancellation and/or how the event could pivot to a virtual one if need be. See [draft emails](#) to alert attendees about a cancellation or pivot to virtual.

On Site:

- N95 masks for event leaders/volunteers/staff
- Disposable masks on site for guests and attendees
- Hand sanitizer at registration and around the event space
- Wipes for microphones that are shared for Q&A and by multiple speakers

- clean podium & handheld microphones before and after each use
- Limit touch points with attendees, including having attendees pick up their own nametags
 - Add additional table between nametags/volunteer greeters for distancing
- Signage for mask policy, vaccine policy, and safety measures
 - Signs at registration and as guests enter the event space
 - Station a volunteer greeter as guests enter to remind guests of the event's mask, vaccine, or negative test policies.
- Capture attendee data and limit walk-ins
- Provide outdoor space when available and possible and communicate in the registration and promotional materials if the venue is indoors or outdoors
 - Alumni/friends feel more comfortable attending events with an outdoor space available.
- Be prepared to answer the following questions from registrants:
 - What health and safety measures are in place at your event?
 - How will you enforce the mask wearing and vaccine/testing policies?
- Handling guests not following policies (masks, proof of vaccine or negative test results, etc.) - Politely remind guests of university policy for indoor events until further notice.
 - If a guest challenges event planner in a hostile manner, signal security for assistance

In-Person Event Packing Checklist:

- Sanitizing wipes
- Hand sanitizer
- Disposable masks for guests
- N95 masks for event leaders
- Disposable gloves for staff
- Nametags (disposable)
- COVID-19 policy signage

In- Person Event Cancellation/Pivot Checklist:

- ✓ Work with event leaders and staff partner to pivot the event and develop a modified program timeline/plan, when shifting to a virtual program
- ✓ Update registration summary page with cancellation/virtual pivot language
 - Contact guests (see recommended cancellation/virtual pivot language)
 - Make phone calls for more intimate high-profile events or attendees (speakers), in addition to sending emails.
- ✓ Contact vendors (catering, venue/facilities, A/V, rentals, photographer, etc.)

Appendix:

Information for inclusion on event registration, website, and invitations (print and emails), which are automatically included when using RUAA communication systems/tools:

On Campus:

The health and safety of the Rutgers University community remains our top priority. We ensure that all in-person events are carried out in a manner that complies with CDC, New Jersey Department of Health, and Rutgers University guidelines. At this time, guests are required to wear masks indoors and encouraged to wear masks outdoors at this event when they are not eating or drinking. As of February 1, 2022, proof of vaccine (2 doses of Pfizer or Moderna or 1 dose J&J) or a negative PCR COVID-19 test within 72 hours of event is required for all on campus events that take place indoors. Please continue to check the website for the most up to date information.

Off Campus:

The health and safety of the Rutgers University community remains our top priority. We ensure that all in-person events are carried out in a manner that complies with CDC, New Jersey Department of Health, and Rutgers University guidelines. At this time, guests are encouraged to wear masks at this event when they are not eating or drinking. Proof of vaccine is not required, but all guests are encouraged to be vaccinated or get tested prior to attending this event. Please continue to check the website for the most up to date information.

Draft emails for pivoting to virtual or cancelling event:

Event Cancellation:

Dear ExampleContactFirstName,

In light of evolving circumstances surrounding the COVID-19 pandemic, Rutgers University has an obligation to uphold health and safety practices. Consequently, we have made the decision to cancel the upcoming [event name] on [event date]. Your event registration fee, minus any donations, will be refunded.

The safety of Rutgers alumni and the campus community is our highest priority. We will be in touch with a new date for this event and hope that you are able to attend.

Scarlet forever,
Rutgers University Alumni Association

Event Shifting to Virtual:

Dear ExampleContactFirstName,

In light of evolving circumstances surrounding the COVID-19 pandemic, Rutgers University has an obligation to uphold health and safety practices. Consequently, we have made the decision to make [event name] on [event date] a virtual event, with no guests in attendance.

The safety of Rutgers alumni and the campus community is our highest priority. We will be in touch shortly with information on how to log in to the zoom webinar. We hope that you can attend.

Scarlet forever,
Rutgers University Alumni Association