
COVID-19 EVENT GUIDELINES

Exhibition Hall & West Village Dining Commons

Georgia Tech Health and Safety Guidelines

Campus event spaces will operate with reduced occupancy and social distancing practices. Updated reduced occupancy capacities for our spaces can be found [on our website](#).

All campus visitors and attendees at campus events will be expected to follow Georgia Tech health and safety guidelines, which includes:

- Self-monitoring symptoms with the [daily self-checklist](#).
- Wearing a face covering while indoors, unless you are actively eating or drinking.
- Following six-foot distancing, hand washing, and other guidance from the [Tech Moving Forward](#) website.

Student Center Event Spaces Health and Safety Guidelines

In addition to the Institute's safety guidelines, event spaces that the Student Center Department manages will include the following additional guidelines:

- Event Services staff will setup rooms according to the appropriate social distancing guidelines and will provide the event host with a maximum capacity for the space. Event hosts and guests are not permitted to move furniture or allow more occupants in the space than safety permitted.
- Event hosts are required to maintain an accurate attendance list for each event in our spaces. The attendance log must be maintained either digitally or physically by the event host for four weeks after the conclusion of the event.
- An increased time between events to allow the Custodial Services team to properly disinfect after each event.
- The spaces will be closed daily from 2 p.m. until 4 p.m. for additional disinfection.
- Temperature checks will be required for all events. Event hosts are required to:
 - Check the temperature of all event attendees prior to their entrance into the event space. If the event host does not have access to a thermometer, one will be provided by the Event Services Team.
 - If an attendee has a temperature reading above 99.5 degrees using a no-touch thermometer, they should not be permitted to access the event space. Additionally, they should follow the Georgia Tech guidance for symptomatic individuals, which includes:
 - For students: Contact Stamps Health Services to make an appointment.
 - For faculty/staff or campus visitors: Contact your Primary Care Physician for an appointment.
 - The event host is not permitted to maintain a list or report anyone with a high temperature reading.
- Food is only permitted if provided by Georgia Tech Catering.
- Table space guidelines:
 - Table spaces are restricted to one person per table.
 - Handouts and give-away items are not permitted. We encourage the use of QR codes in lieu of handouts.
 - Bake sales are not permitted.