

BABSON COLLEGE

Event and Gathering Safety Protocols and Process Update

Last Updated February 10, 2022

The safety of our community continues to be our priority and we continue to closely monitor health data and external safety guidance relating to COVID impacts. Based on the vaccination status of our community, testing compliance and declining positivity rates, we are restoring the ability of business units to plan certain events and gatherings.

Effectively immediately, all business units planning to host a Babson-sponsored indoor event or gathering (on or off campus) which co-mingles Babson community members with external parties, involves food and drink, and/or exceeds 100 attendees, must a) obtain their President's Council member's pre-approval and b) follow the guidance detailed below.

Events that only include Babson community members who are following our vaccination and testing protocols can continue to be planned and held as before and no longer require an event/gathering form submission and CRT approval. Please also note that the guidance below is for events and gatherings, not regular academic and work meetings or programs.

If variables exist that require additional assessment or mitigation, business units should work directly with their President's Council member for approval and reach out to the Events Management Office if they need further assessment and consultation on their event logistics.

Guidance for planning events and gatherings in which there is co-mingling, food and beverages, and/or the event size exceeds 100 attendees

1. Review and follow all Babson COVID when planning events and ensure all non-Babson community member attendees follow visitor protocols as well. Babson business units hosting visitors are responsible for ensuring that they adhere to Babson's health guidelines and campus protocols. As a reminder, all visitors to Babson's campus are required to wear a mask indoors. All approved visitors are asked to do an initial review of visitor protocols as well as Babson's [health and safety guidelines](#). Protocols may vary among business units depending on variables and risks identified. Specific guidelines for visitors may vary by College department. We ask that visitors familiarize themselves with any specific guidance prior to visiting campus. Babson defines a visitor as anyone who is not engaged in our Covid-19 vaccination and surveillance testing protocols.

2. There are no specific spacing or social distancing requirements but if a business unit feels that it is important in the planning they should work with Facilities and Events Management.
3. Limit or exclude indoor eating/drinking if at all possible
4. Determine ways to limit co-mingling of non-Babson community members or segregate groupings
5. Secure all required permitting (building, fire, alcohol) 0
6. Identify opportunities to hold elements of the event outdoors when feasible, especially the consumption of food and beverages
7. Require full vaccination for non-community members and use Crowdpass to verify attendees' vaccination status
 - a. In order to set up an event in Crowdpass please email Dan Shaffer (dshaffer2@babson.edu) or Tova Duby (tduby@babson.edu) In your email please provide the following data points:
 - Event name:
 - Event date(s):
 - Event start and end times:
 - Event description (optional):
 - Event location:
 - Maximum number of attendees (can be changed later but feel free to overestimate):
 - Who should have access to see the attendee this on the back-end (you can only see who has or hasn't submitted their documentation or been approved):
8. Evaluate the need for pre-arrival testing to be required beyond travel guidance
9. Find the largest indoor space available for your event/gathering
10. Limit the duration of larger events/gatherings