



# Events & Conference Services COVID Policies & Procedures:

While Warner Pacific is cautiously reopening, the safety of students, faculty, staff, and visitors is our main concern. As a result, the Events and Conference Services team has created new policies and procedures, all aimed at minimizing COVID-19 exposure and preventing its spread.

Below is an overview of our new event policies and expectations. They will no doubt change as we respond to the changing profile of the pandemic. Check our website <https://www.warnerpacific.edu/resources/covid-19/> for updates on COVID-19 regulations.

For the protection of our Warner Pacific community, we have asked every staff, student, and faculty member present on campus to agree to the Knight's Pledge based on [CDC](#) and [OHA](#) recommendations. We ask that all WPU guests follow the same guidelines listed below:

- Face coverings
- Physical Distancing when possible
- Personal Hygiene
- Self-Monitoring
- Self-Reporting

Our Events Team is available to support internal and external event planning as we navigate new regulations, implement safety measures, and begin reopening. If you have an upcoming event and would like to inquire about availability or have questions in regards to COVID-19 regulations please contact us at [wpuconfserv@warnerpacific.edu](mailto:wpuconfserv@warnerpacific.edu) or call 503.517.1046



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# What YOU Can Expect from Warner Pacific University:

WPU puts safety first. Our COVID-19 Response team is committed to monitoring and implementing Oregon Department of Health guidelines as well as recommendations by the Center for Disease Control and Prevention and the Higher Education Coordinating Commission.

All events have the option to request equipment to produce a video recorded or live stream event.

If event cancellations occur as a result of changing regulations the event holder will have the option to reschedule without a penalty or change fee.

In-person events on campus will require either online pre-event registration or a WPU sign in sheet at the event entrance. This allows us to have an accurate list of attendance for contact tracking purposes.

Our normal room capacities have been reduced to accommodate distancing.

Sanitation stations with hand sanitizer, disinfectant cleaning supplies, gloves and extra masks will be provided in each building.

Our Event and Conference Services team will ensure WPU safety standards are followed before and after the event. This includes: sanitization of the room and equipment, setting rooms to accommodate distance seating when applicable, and stocking all sanitization stations.

Event spaces will be professionally cleaned and sanitized before and after each event to ensure maximum cleanliness.

Our Marketing team has placed posted signage summarizing safety standards throughout campus. No outside food or beverages are allowed for group serving.

Sodexo, our food service provider, will continue to lead with the highest standards of staff hygiene and food-handling safety.

Food servers will wear gloves and face coverings during setup, service, and tear down. Setup and tear down procedures include the sanitization of all work surfaces, service ware, and equipment.

Sodexo will use delivery methods that eliminate common-touch practices. Drop-off service and individual grab-and-go packages, boxes, and bottles will replace full-service options such as buffets. For plated dinner service, food items will be pre-set or glove-served whenever possible to prevent cross-contaminating serving utensils.



# What WPU Expects from YOU:

Register for the event you plan to attend.

Stay home if you are ill. Seek and follow the advice of medical professionals.

Consider staying home if you are immune compromised or live with someone who is.

Bring a face covering that covers your nose and mouth. Wear it until seated at a table where you are able to properly distance yourself from others.

While on campus, maintain a safe distance from others by staying 6 feet apart (when possible), minimize contact with others, and refrain from shaking hands or hugging.

Wash your hands frequently, and avoid touching your face.

Follow the directions of the event hosts. Be patient if you are asked to wait for the sake of distancing. If you become ill on campus, alert the event host and the WPU Event and Conference Services team.