Clarkson University
Chee1 Arena Collegiate Sports &
2021 Spring Commencement
Ceremony Safety Plan
As of April 12, 2021

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INTRODUCTION

As an addendum to the Clarkson University Reopening Plan submitted to New York State on July 21, 2020 following the higher education guidance, this report has been prepared in accordance with Governor Cuomo, March 3, 2021 Announcement that Event, Arts and Entertainment Venues Can Reopen at 33 Percent Capacity Beginning April 2 during the COVID-19 Public Health emergency and a subsequent press update on March 18 sharing venues with capacity of 1500+ can have 10% occupancy.

This report is broken down to meet the capacities in Cheel Arena located on the Clarkson University campus in Potsdam, NY under the guidance for venues that seat 1500+ and then organized by the guidance requirements provided for people, places and processes.

The ability to have an in person fans in sporting events and a commencement ceremony has been a high priority based on constituent feedback. The health, safety and well-being of our greater Clarkson community is our highest priority. With the mindset to be future-ready under fluid circumstances, we strive throughout the restart process to make decisions that also build the resilience of the communities where we operate.
Clarkson University Cheel Arena
Sports and Commencement

This facility will be used by current students, faculty and staff and up to two guests for each student who have proof of vaccination and/or a negative COVID-19 test. All ceremonies will have tickets assigned to the graduate and the two guests and all non-employees will have to scan the ticket to attend the ceremony. Additionally graduates will have a barcode on their seat they will be required to scan so that we can have a record of who sat where. Guests will have an assigned seat that will be used for contact tracing. Additionally all graduates and commencement staff will be verified for having been vaccinated, or Covid-19 PCR tested within 48 hours of the ceremony and/or Covid-19 antigen tested within 6 hours of the ceremony.

I. People
A. Physical Distancing
1. Facility is limited to 10% capacity, which is 550, inclusive of staff;
   a) 10% capacity must be used as the upper limit. If 6’ distancing cannot be maintained at this level, that capacity limit will be decreased as to allow for 6’ distance at all times
2. Facility is accessed only by commencement staff and graduates during the ceremony they have a ticket for
   a) No walks-in allowed.
   b) When graduate gets a ticket the following information will be collected
      (1) Full name, address, phone number
3. Where people may congregate, markers spaced 6’ apart will denote social distancing guidelines.
4. Signage will be placed around facility at appropriate locations
   a) NYSDOH recommended signage will be used and examples can be found in the appendix
5. All graduates and commencement staff must remain 6’ apart, at all time except when the graduate walks across the stage to receive their diploma
   a) President Collins will wear gloves and graduates will sanitize when entering and exiting the stage.
6. Employees are required to wear a face mask and socially distance 6’ apart from all patrons and other employees at all times except at the designated photo spot where graduates can take their mask off for a picture.
7. Commencement employees must reinforce social distancing, mask wearing, cleaning procedures and capacity.
8. One way lanes will be utilized to limit congestion.
9. See appendix for floor layout and flow

II. Places

A. Air Handling System
   1. Air handling system (Clarkson Asset CC-F3002-AHU-301 aka CC-F3002-AHU-401) utilizes desiccant heat recovery followed by hot water coil primary heat. Unit supply air fan modulates to variable air volume (VAV) demand. System has no mixed (return) air feature. Siemens supplier programmed heat recovery to be disabled resulting in 100% outdoor air supply with no exhaust air exposure.

B. Protective equipment
   1. Acceptable face coverings must be worn at all times
      a) For individuals who are unable to medically tolerate an acceptable face covering, individuals must wear a face shield at all times

C. Hygiene and Cleaning
   1. Commencement staff will disinfect the arena in between ceremonies
   2. Employees will be assigned their own “zones” to clean and enforce rules to minimize employee travel throughout the facility
   3. Employees will be trained on cleaning all surfaces using all products in the facility to ensure correct application of each cleaning and disinfecting product
   4. All graduates and commencement employees will sanitize regularly
   5. Commencement employees and graduates must use the provided, DEC and EPA approved products to clean and disinfect all surfaces and equipment
   6. Commencement employees will enforce cleanliness policy, as well as clean equipment themselves where appropriate during the commencement
D. Communication
1. Facility is accessed only by commencement staff, registered guests and graduates during the ceremony they have a ticket for
   a) No walks-in allowed.
   b) When graduate gets a ticket the following information will be collected
      (1) Full name, address, phone number
2. Where people may congregate, markers spaced 6’ apart will denote social distancing guidelines
3. Signage will be placed around facility at appropriate locations
   a) NYSDOH recommended signage will be used
4. See appendix for floor layout and flow

III. Process
A. Screening
1. Health screenings are required for employees and patrons at each new visit
   a) Screenings will be performed on-site prior to them entering the facility.
   b) Screening must determine if the individual has:
      (1) Do you currently have a fever of 100.4°F or greater without having taken any fever-reducing medications?
      (2) Have you experienced any of the following COVID-19 related symptoms in the past 14 days: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, fatigue, muscle or body aches, headache, congestion or runny nose, nausea or vomiting, or diarrhea?
      (3) Have you tested positive for COVID-19 in the past 10 days, or have you been instructed by a health care professional/public health official/contact tracing app to self-isolate or quarantine?
      (4) Have you knowingly been in close (within 6-feet) contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 within the past 10 days?
      (5) Have you, or anyone you live with, traveled outside of the University-approved region(s) in the last 14 days?
c) Any individual who screens positive for COVID-19 shall not be permitted access to the facility

B. Contact Tracing
1. All data will be stored and kept on AudienceView for contact tracing purposes for a minimum of 28 days.
2. Facility is accessed only during the scheduled commencement time for graduates and during shift schedule for commencement employees
   a) No walk-in allowed
   b) AudienceView ticketing system allows for data collection for contact tracing purposes
      (1) Full name, address, phone number

IV. Ceremony Logistics
1. Graduates will sit six feet apart; guests will be ticketed based on their family unit
2. All Graduates, ticketed guests and Commencement staff will need a negative test result or proof of vaccination
3. No campus housing for guests
4. Tickets will be run through the Athletic ticket system at Cheel
   a) Creates the ability to control size of each ceremony, track who is at which ceremony, Positive covid results-ticket could be voided,
      Scan for entry so that every graduate is at the right ceremony, contact tracing and seat assignments.
5. Seats marked with QR code
6. Reader cards with Reader gloved
7. Everyone remains Masked throughout the ceremony
8. Stage party will be very small and spaced towards the back of the stage.
9. Graduates can walk across the stage distanced from everyone.
10. President Collins will be gloved
11. No singing-Recordings played by OIT
12. No receptions or tents
13. Piper will play the stage party in and out
14. Medallion will be worn in-no vesting
15. No inspirational Educators
16. Commencement Bell rung at the conclusion of each ceremony
17. Faculty that are not part of the stage parties, do not robe but can attend if capacity allows