COVID 19 Campus Internal Gathering Guidance
For Meetings and Group Activities

**Purpose:** Guidance for ACM faculty/staff when scheduling and attending internal meetings and group activities.

**Guidance:** The following general guidelines have been developed to assist ACM faculty/staff when scheduling and attending internal meetings and group activities. If additional guidance or clarification is needed, please contact Korey Layman at 301-784-5220 or klayman@allegany.edu, or any member of the ACM COVID Command Team.

- Maintain a sign-in sheet for all ACM internal meetings/group activities with the name/contact information for those in attendance.
- Utilize the ACM attestation sheet for all meetings where guests did not complete the attestation sheet.
- Everyone on campus is required to mask-up indoors in the presence of others at all ACM locations.
- Social distancing of at least three feet is strongly recommended.
- Upon leaving a meeting, tables and chairs should be wiped down using wipes and/or disinfectant spray.
- Refreshments should be pre-packaged or provided in individual containers to the extent possible.
- The organizer of the event should confirm room capacity to ensure continued compliance and safety. Contact Korey Layman at 301-784-5220 or klayman@allegany.edu for additional information.
- To ensure the safety of everyone, please use discretion when shaking hands or using other close personal interaction to avoid the spread of COVID.
- When feasible, consider remote meetings or hybrid meeting options.
- External requests should continue to submit the COVID 19 Campus Gathering Request Form.
- Facility request forms are still required and should follow current ACM protocols.
- If additional guidance or clarification is needed, please contact a member of the ACM COVID Command Team.

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