

# LIVE EVENT FRAMEWORK



In order to resume in-person events in a safe and effective manner, SAA will use the following framework. All event and field trip requests must be submitted to and approved by Ad Council. Please make sure requests are submitted with plenty of time to allow for planning and communication with parents.

## 1 GROUP SIZE

25 person maximum indoors - school location only and 50 person maximum outdoors - school or approved location\* (\*total includes staff, students, and spectators). Parents who choose to remain in their car in the parking lot are not included in the count.

## 2 LENGTH OF TIME

Events may not exceed 2 hours, including the wrap-up and dismissal process.

## 3 APPROVED ACTIVITIES

Programs: vespers, guest speakers, firesides, school clubs and organizations  
Sports: softball, baseball, soccer, badminton, volleyball, pickleball, kickball, basketball, golf/mini-golf, hiking, zip lining  
Music: performance recordings, praise team meetings, practices

## 4 FOOD

Prepackaged or delivered (purchased, not self-packaged) with a plan in place for people to eat with social distancing is permitted.

## 5 LOCATIONS

All activities must be held on campus or outdoors. SAA campus, approved homes (homeowners and all sponsors must be cleared through Sterling Volunteers), parks (reservations required), church (with pastoral approval), etc.

## 6 BATHROOM FACILITIES

At locations where bathrooms are available access is to be given to one person at a time. A staff member or sponsor is to have responsibility for monitoring access to the bathroom. Campus events will have access to the single staff bathroom on the secondary side of the building.

## 7 MASKS & HEALTH QUESTIONNAIRE

Masks are required at all times and should be worn correctly. Exceptions permitted for meals with proper social distancing. All attendees are required to complete the RenWeb Health Questionnaire prior to arrival. Printed questionnaires will be available for non-students who are not able to complete an online form. Participating athletes must have a completed 'Return to Play' form on file.

## 8 MANAGEMENT

A 1:9 ratio of staff/sponsors to student is required. For example: 3 staff/sponsors + 22 students = 25 total group. Hand sanitizer should be readily available as well as visual delineation of social distance spacing. Documentation must be kept on all attendees for contact tracing purposes.

## 9 TRANSPORTATION

The norm is that each individual/family provides transportation. Exceptions to use the school transportation would be by approval only and would have to follow state guidelines of half capacity and staggered seating. Windows should be open unless it is raining, masks worn, and the vehicle fully sanitized after each use. Hand sanitizer should be available on the bus and used by each person when entering and exiting the vehicle.

## 10 COMMUNICATION

School sponsored events should include: itinerary, outline of safety protocols, food details, parent and student expectations, supervision guide, etc and should be clearly identified as a school sponsored event.

