



## MEETING AND EVENT PLANNING DURING PHASE IV

The [NLU Continues](#) plan provides guidelines and expectations for event coordinators to integrate into their planning for meetings and events. Coordinators planning events and meetings are expected to adapt these safety guidelines without exception. Given the need for enhanced cleaning, possible contact tracing, and compliance with healthy community interactions, open meetings and events should be planned at least a month in advance. Closed meetings include new or additional class sessions that were not submitted to the Registrar as part of the schedule entered in Banner.

Please note that our standard room request requirements remain in effect. Please contact Karolynn Boness in Facilities Management at 847/947-5895 or at [kboness@nl.edu](mailto:kboness@nl.edu) if you need an orientation or refresher on room request procedures.

## GUIDELINES FOR PLANNING MEETINGS AND EVENTS

**Closed Meetings and Events:** Meetings with a specific invite list. Examples include staff meetings, class meetings, and audience specific event. Invitation list should not exceed reduced 25% capacity or not greater than 50 individuals (including a hosts and planners).

**Open Meetings and Events:** Meetings without a preset list of attendees. Examples include, but are not limited to, open houses, student events, guest speakers or panel discussions, social events. Open meetings should be planned with more than a month lead-time to allow for the required RSVP process to ensure that attendance does not exceed capacity (25% of room capacity, not to exceed 50 individuals).

### Event & Meeting Checklist:

1. Planners should secure appropriate approval from department head before proceeding with planning.
2. Planners should be aware of reduced room capacity when requesting room or facility. Online Request:  
<https://app.smartsheet.com/b/form/f8e3db7d37d34a15949e46c14f8ba449>
3. If the meeting or event has food, all food and drinks should be individually wrapped (e.g. box lunches or individually wrapped sandwiches). No food is to be served family or buffet style. All drinks should be individual servings, no drink pitchers should be used. Planners should use recyclable and disposable plates, cups, and cutlery.

4. Once room or facility is confirmed, planners should create an event in Presence/Eagle Life App for the purposes of attendance and, if needed, for advance participant registrations.
5. Open meetings require a month lead time to secure a room or facility approval. Same minimum planning time is suggested, but not required, for closed meetings. However, closed meetings will require 48 hours notice for meeting space to be assigned and closed events will require 2 to 3 weeks notice.
6. Open meetings require an RSVP process with total participants set at capacity limit (25% of room capacity, but not to exceed 50 individuals including hosts and speakers).
7. Planners are required to enforce all public health requirements (social distancing, face coverings, and provide hand sanitizers at event). Planners should display CDC signage at event. Print resources can be downloaded at <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>.
8. Prior to the event, minimally the day before, event registrations should closed and event planner should send attendees a confirmation with safety expectations (see suggested list).
9. Prior to the event, planners should manage event ingress to facilitate social distancing especially if check-in is required.
10. At beginning of event, planners must remind guests of expected behaviors such as social distancing, wearing face coverings and location of rest rooms for personal use (see suggested list).
11. Attendance of all individuals (including hosts and speakers) at the event must be tracked via Presence/Eagle Life app with a required check in process, to ensure ability to facilitate contact tracing, if necessary.
12. At closing of event, planners should manage egress to ensure social distancing.

## **Creating Events in Eagle Life/Presence for Contact Tracing**

1. Go to google chrome and enter nl.presence.io
2. Login with your NLU portal information
3. Click on the Admin Dashboard (located by login person arrow)
4. Click on + sign to create and then select event.
5. After clicking event, complete the information required for your event.
6. Please remember that you must upload a flyer or stock photo for your event. The flyer must be in a jpeg format.

## **Checking Students / Attendants into event or meeting via Eagle Life/Presence**

1. Go to google chrome and enter nl.presence.io
2. Login with your NLU portal information
3. Click on the Admin Dashboard (located by login person arrow)
4. Click on + symbol and select events.
5. Select the event you would like to check in students into
6. Click on the three dots at the end of your event.
7. Select Attendees
8. Click on Add Attendees and enter student Id number, email address or swipe the student id.
9. Check-in and close and then repeat steps 7 and 8.
10. Upon completing event you can select attendee list and choose to import into excel spreadsheet.

## COVID-19 SELF-SCREENING POLICY ACKNOWLEDGEMENT FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: This form is for any guest without an NLU ID and unable to scan. This information will only be used for the purposes of contact tracing.

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I affirm that I self-screened prior to coming to campus and am not experiencing any [symptoms or signs of sickness](#).

I affirm that I have not knowingly been in close contact with someone who is a confirmed positive, or myself have been considered a confirmed or presumed positive of COVID-19 in the last 14 days.

I agree to participate in social distancing with other individuals while on any NLU property or NLU function.

I agree to wear personal protective equipment (facemasks, gloves, etc.) as outlined by state and local mandates.

I agree to practice personal hygiene such frequent handwashing upon arrival, departure and throughout the day, and utilize hand sanitizer as needed in public spaces.

I agree that I will not come to campus if I have traveled outside the United States or to any of the states listed on the CDPH travel ban in the last 14 days.

I acknowledge that everyone has a personal role in keeping themselves and each other safe during the coronavirus pandemic by adhering to federal, state, local and institutional public health guidelines. I acknowledge and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **SAFETY REMINDERS FOR GUESTS**

**To be included in confirmation and sent to guests prior to event,  
and announced at beginning of event.**

Guests must self-screen prior to coming to campus and stay home if showing any COVID-19 related [symptoms or signs of sickness](#).

Do NOT attend event IF you been symptomatic, in close contact with someone who is a confirmed positive, or myself have been considered a confirmed or presumed positive of COVID-19 in the last 14 days.

Guests must agree to participate in social distancing with other individuals while on any NLU property or NLU function.

Guests must agree to wear personal protective equipment (facemasks, gloves, etc.) as outlined by state and local mandates.

Guests must agree to practice personal hygiene such frequent handwashing upon arrival, departure and throughout the day, and utilize hand sanitizer as needed in public spaces.

Guests must agree that they will not come to campus if I have traveled outside the United States or to any of the states listed on the CDPH travel ban in the last 14 days. If attending event in Chicago, they agree to abide by Chicago travel advisory.

### WHEELING ADJUSTED ROOM CAPACITIES

| Room Description           | Adjusted Capacity | Fall 2020, Usage Notes                    |
|----------------------------|-------------------|-------------------------------------------|
| 1st Floor Lobby            | 12                |                                           |
| 1st Floor Center Lounge    | 29                | Reservation Rqd                           |
| 109 - Public Forum         | 19                | Reservation Rqd                           |
| 109/113 - Public Forum     | 38                | Reservation Rqd                           |
| 113 - Public Forum         | 19                | Reservation Rqd                           |
| 144 - Computer Lab         | 10                | Open, building hours                      |
| 274A - NCE Conference Room | 2                 | Private use only                          |
| 310 - Zoom Meeting Room    | 7                 | Reservation Rqd                           |
| 327                        | 9                 | Reservation Rqd                           |
| 328                        | 7                 | Reservation Rqd                           |
| 329                        | 8                 | Not in service during Phase IV            |
| 330                        | 6                 | Reservation Rqd                           |
| 331 - Computer Lab         | 10                | Back-up, if needed                        |
| 332                        | 8                 | Not in service during Phase IV            |
| 342                        | 3                 | Not in service during Phase IV            |
| 343                        | 8                 | Not in service during Phase IV            |
| 344                        | 8                 | Dedicated to UGC Faculty Led Study Tables |
| 345                        | 6                 | Not in service during Phase IV            |
| 346                        | 7                 | Not in service during Phase IV            |
| 348                        | 7                 | Not in service during Phase IV            |
| 349                        | 8                 | Not in service during Phase IV            |
| 351                        | 8                 | Not in service during Phase IV            |
| 353                        | 7                 | Not in service during Phase IV            |
| 354                        | 5                 | Not in service during Phase IV            |
| 3rd Floor West Lounge      | 14                | Not available during Phase IV             |
| 3rd Floor Center Lounge    | 28                | Not available during Phase IV             |
| 3rd Floor North Hall       | 16                | Not available during Phase IV             |
| 3rd Floor South Hall       | 16                | Not available during Phase IV             |

## 122 S. MICHIGAN - ADJUSTED ROOM CAPACITIES

| Room Description             | Capacity | Fall 2020, Usage Notes                                                 |
|------------------------------|----------|------------------------------------------------------------------------|
| 2nd Floor Elevator Lobby     | 17       | Not reservable unless check-in for Atrium                              |
| Board Room                   | 6        | Private use only                                                       |
| 2033                         | 3        | Private use only                                                       |
| 2059 Conference Room         | 3        | Reservation Rqd                                                        |
| 3112 Innovation Lab          | 6        | Reservation Rqd                                                        |
| 3114 Innovation Lab          | 6        | Reservation Rqd                                                        |
| 3020                         | 3        | Reservation Rqd                                                        |
| 6th Floor Student Lounge/Den | 52       | For Student Engagement Use only, reservable through Student Engagement |
| 6th Floor Tutoring Center    | 15       | For Learning & Support use only                                        |
| 4012                         | 8        | Not in service during Phase IV                                         |
| 4012-4014                    | 16       | Reservation Rqd                                                        |
| 4014                         | 9        | Not in service during Phase IV                                         |
| 4016A                        | 3        | Not in service during Phase IV                                         |
| 4016AB                       | 7        | Not in service during Phase IV                                         |
| 4016B                        | 3        | Not in service during Phase IV                                         |
| 4020                         | 10       | Not in service during Phase IV                                         |
| 4020&4022                    | 20       | Dedicated to UGC Faculty Led Study Tables                              |
| 4022                         | 10       | Not in service during Phase IV                                         |
| 4023AB                       | 3        | Not in service during Phase IV                                         |
| 4023B (10)                   | 3        | Not in service during Phase IV                                         |
| 4024 SKILLS LAB              | 6        | Private use only                                                       |
| 4025 – ZOOM                  | 6        | Reservation Rqd                                                        |
| 4036 COMPUTER LAB            | 10       | Open, building hours                                                   |
| 4038 COMPUTER LAB            | 10       | Open, building hours                                                   |
| 4042 COMPUTER LAB            | 6        | Back-up, as needed                                                     |
| 4043                         | 8        | Not in service during Phase IV                                         |
| 4044 COMPUTER LAB            | 10       | Back-up, as needed.                                                    |
| 4050                         | 9        | Not in service during Phase IV                                         |
| 4052                         | 8        | Not in service during Phase IV                                         |
| 4054                         | 6        | Not in service during Phase IV                                         |
| 5003                         | 5        | <a href="#">Reserved for Scheduled Class</a>                           |
| 5005                         | 5        | <a href="#">Reserved for Scheduled Class</a>                           |
| 5006                         | 10       | Not in service during Phase IV                                         |

|                        |    |                                |
|------------------------|----|--------------------------------|
| 5006&5007              | 20 | UGC Remote Classroom Access    |
| 5007                   | 10 | UGC Remote Classroom Access    |
| 5008                   | 10 | Back-up, as needed             |
| 5012A                  | 3  | Not in service during Phase IV |
| 5012AB                 | 7  | Not in service during Phase IV |
| 5012B                  | 3  | Not in service during Phase IV |
| 5014A                  | 3  | Not in service during Phase IV |
| 5014AB                 | 7  | Not in service during Phase IV |
| 5014B                  | 3  | Not in service during Phase IV |
| 5015                   | 6  | Reserved for Scheduled Class   |
| 5016                   | 9  | Not in service during Phase IV |
| 5019                   | 6  | Reserved for Scheduled Class   |
| 5021                   | 6  | Not in service during Phase IV |
| 5026                   | 9  | Reserved for Scheduled Class   |
| 5028                   | 9  | Reserved for Scheduled Class   |
| 5030                   | 9  | Reserved for Scheduled Class   |
| 5031                   | 9  | Not in service during Phase IV |
| 5031&5033              | 20 | Quiet Study Room               |
| 5033                   | 10 | Quiet Study Room               |
| 5032                   | 6  | Not in service during Phase IV |
| 5034 CJ LAB            | 6  | Not in service during Phase IV |
| 5036                   | 8  | Reserved for Scheduled Class   |
| 5043 CJ LAB            | 4  | Not in service during Phase IV |
| 5052                   | 4  | Not in service during Phase IV |
| 6013                   | 9  | Reservation Rqd                |
| 6017                   | 9  | Reservation Rqd                |
| 6032A                  | 3  | Not in service during Phase IV |
| 6032AB                 | 8  | Not in service during Phase IV |
| 6032B                  | 5  | Not in service during Phase IV |
| 6034                   | 5  | Not in service during Phase IV |
| 6034&6034A             | 8  | Career Bridge                  |
| 6034A                  | 3  | Career Bridge                  |
| 6036                   | 8  | Not in service during Phase IV |
| 6038                   | 5  | Not in service during Phase IV |
| 6040 SCIENCE LAB       | 5  | Not in service during Phase IV |
| 6042 SCIENCE CLASSROOM | 5  | Not in service during Phase IV |
| 6046 ART STUDIO        | 6  | Not in service during Phase IV |



## 18 S. MICHIGAN - ADJUSTED ROOM CAPACITIES

| Room Description             | Capacity | Fall 2020, Usage Notes                            |
|------------------------------|----------|---------------------------------------------------|
| 18 - 335                     | 6        | Not in service during Phase IV                    |
| 18 - 336                     | 6        | Not in service during Phase IV                    |
| 18 - 362                     | 5        | Not in service during Phase IV                    |
| 18 - 363                     | 6        | Not in service during Phase IV                    |
| 3rd Floor Library            | 13       | Staffed by NLU Library                            |
| 18 - 426                     | 6        | Not in service during Phase IV                    |
| 18 - 428                     | 5        | Not in service during Phase IV                    |
| 18 - 430                     | 6        | Reserved for Scheduled Class                      |
| 18 - 445 Public Forum        | 13       | Closed, available by reservation only             |
| 18 - 462                     | 5        | Not in service during Phase IV                    |
| 18 - 463                     | 6        | Not in service during Phase IV                    |
| 18 - 464                     | 10       | Not in service during Phase IV                    |
| 18 - 465                     | 8        | Not in service during Phase IV                    |
| 18 - 521 Walk-in Lab         | 10       | Back-up, only as needed. (encourage use of 122 M) |
| 18 - 526 Food Pantry         |          | Days and Hours TBD                                |
| 18 - 531 Res. Ops            |          | M – F, 9am – 4pm                                  |
| 18 - 562 Computer Lab        | 10       | Back-up, only as needed                           |
| 18 - 563 CSIS Lab            | 10       | Not in service during Phase IV                    |
| 5th Forum                    | 13       | Open during building hours                        |
| 18 - 704 Fine Dining Room    | 15       | Kendall instruction                               |
| 18 - 706 Private Dining      | 3        | Kendall instruction                               |
| 18 - 707 Fine Dining Kitchen | 2        | Kendall instruction                               |
| 18 - 708 Cafeteria Kitchen   | 3        | Kendall instruction                               |
| 18 - 709 Cafeteria           | 36       | Kendall instruction                               |
| 18 - 714 A - Kitchen         | 2        | Kendall instruction                               |
| 18 - 714 B - Kitchen         | 2        | Kendall instruction                               |
| 18 - 714 C - Kitchen         | 2        | Kendall instruction                               |
| 18 - 717 Kitchen             | 4        | Kendall instruction                               |
| 18 - 718 Kitchen             | 4        | Kendall instruction                               |
| 18 - 729 Beverage            | 4        | Kendall instruction                               |
| 18 - 730                     | 6        | Kendall instruction                               |
| 18 - 731                     | 4        | Kendall instruction                               |

## LISLE - ADJUSTED ROOM CAPACITIES

| Room Description             | Capacity | Fall 2020, Usage Notes         |
|------------------------------|----------|--------------------------------|
| 1st Floor Café Lounge        | 18       | Open during building hours     |
| 1st Floor Library            | 10       | Open during building hours     |
| 1st Floor Public Forum Lobby | 12       | Reservation Rqd                |
|                              |          |                                |
| 850-113 Walk-in Computer Lab | 5        | Open during building hours     |
| 850-121 Conference Room      | 3        | Reservation Rqd                |
| 850-145 Public Forum         | 36       | Open during building hours     |
|                              |          |                                |
| 850-201                      | 8        | Reserved for Scheduled Classes |
| 850-202 Zoom Room            | 5        | Reservation Rqd                |
| 850-203                      | 8        | Reservation Rqd                |
| 850-205 Group Study Room     | 3        | Not in service during Phase IV |
| 850-206                      | 8        | Not in service during Phase IV |
| 850-207                      | 8        | Not in service during Phase IV |
| 850-208                      | 8        | Not in service during Phase IV |
| 850-219                      | 8        | Not in service during Phase IV |
| 850-221                      | 8        | Not in service during Phase IV |
| 850-224 Group Study Room     | 3        | Not in service during Phase IV |
| 850-225 Innovation Lab       | 5        | Not in service during Phase IV |
| 850-226                      | 6        | Not in service during Phase IV |
| 850-227                      | 8        | Not in service during Phase IV |
| 850-228                      | 8        | Not in service during Phase IV |
| 850-230                      | 8        | Reserved for Scheduled Classes |
|                              |          |                                |
| 850-301                      | 5        | Not in service during Phase IV |
| 850-308 Reading Center       | 8        | Not in service during Phase IV |
| 850-309 Group Study Room     | 3        | Not in service during Phase IV |

|                      |    |                                |
|----------------------|----|--------------------------------|
| 850-310              | 8  | Not in service during Phase IV |
| 850-312              | 8  | Not in service during Phase IV |
| 850-313              | 8  | Not in service during Phase IV |
| 850-314 Science Lab  | 6  | Not in service during Phase IV |
| 850-316 Group Study  | 3  | Not in service during Phase IV |
| 850-317              | 7  | Not in service during Phase IV |
| 850-320 Computer Lab | 10 | Not in service during Phase IV |
| 850-321 Computer Lab | 10 | Not in service during Phase IV |

**SKOKIE - ADJUSTED ROOM CAPACITIES**

| <b>Room</b>  | <b>Room Description</b>    | <b>Capacity</b> | <b>Fall 2020, Usage Notes</b>  |
|--------------|----------------------------|-----------------|--------------------------------|
| NS353        | 353 - Public Forum Room    | 44              | Not in service during Phase IV |
| NS358 (28)   | 358                        | 7               | Not in service during Phase IV |
| NS426 (10)   | 426 - Conference Room      | 3               | Not in service during Phase IV |
| NS464 (46)   | 464                        | 12              | Not in service during Phase IV |
| NS468 (40)   | 468                        | 10              | Not in service during Phase IV |
| NS469 (36)   | 469                        | 9               | Not in service during Phase IV |
| NS474 (40)   | 474                        | 10              | Not in service during Phase IV |
| NS475 (24)   | 475                        | 6               | Not in service during Phase IV |
| NS476 (28)   | 476                        | 7               | Not in service during Phase IV |
| NS478 (8)    | 478 - Conference Room      | 2               | Not in service during Phase IV |
| NS479 (30)   | 479                        | 8               | Not in service during Phase IV |
| NS480 (20)   | 480 - Reading Center       | 5               | Not in service during Phase IV |
| NS604 (14)   | 604                        | 4               | Not in service during Phase IV |
| NS605 (30)   | 605                        | 8               | Not in service during Phase IV |
| NS610 (30)   | 610                        | 8               | Not in service during Phase IV |
| NS612A (18)  | 612A - Art Room            | 5               | Not in service during Phase IV |
| NS612AB (30) | 612A/B - Art Room          | 8               | Not in service during Phase IV |
| NS612B (12)  | 612B - Art Room            | 3               | Not in service during Phase IV |
| NS615        | 615 - Physical Science Lab |                 | Not in service during Phase IV |
| NS618        | 618 - Biology Lab          |                 | Not in service during Phase IV |
| NS621 (30)   | 621                        | 8               | Not in service during Phase IV |
| NS627 (23)   | 627                        | 8               | Not in service during Phase IV |

|            |                    |   |                                |
|------------|--------------------|---|--------------------------------|
| NS628 (20) | 628 - Computer Lab | 6 | Not in service during Phase IV |
| NS639 (30) | 639                | 5 | Not in service during Phase IV |
| NS640 (16) | 640                | 8 | Not in service during Phase IV |

#### **TAMPA - ADJUSTED ROOM CAPACITIES**

| <b>Room Description</b> | <b>Capacity</b> | <b>Fall 2020, Usage Notes</b>       |
|-------------------------|-----------------|-------------------------------------|
|                         |                 |                                     |
| CR1                     | 4               | Not in service during Phase II (FL) |
| CR2                     | 6               | Reservation Rqd                     |
| CR3                     | 5               | Reservation Rqd                     |
| Computer Lab            | 8               | Open during building hours          |
| CR4                     | 6               | Not in service during Phase II (FL) |
| CR5                     | 5               | Not in service during Phase II (FL) |
| CR6                     | 6               | Not in service during Phase II (FL) |
| CR7                     | 6               | Reservation Rqd                     |
| CR8                     | 11              | Reservation Rqd                     |
| CR9                     | 12              | Reservation Rqd                     |
| CR8/9                   | 25              | Reservation Rqd                     |