

Southwestern Christian College

P. O. Box 10, Terrell, TX 75160-9002



October 14, 2020

To: SwCC Faculty and Staff

RE: SwCC Guidelines for On-Campus Events During COVID-19

As the health and safety of students, faculty, staff and the Southwestern Christian College community continues to remain the highest priority during these times, events using SwCC buildings and facilities for any non-academic reason, will require prior approval from the SwCC president. This includes all internal and external groups/organizations. If approved, events must follow current CDC guidelines and the city of Terrell and State of Texas' executive orders regarding COVID 19 at the time of the event. My approval will consider the following:

- The on-campus event must commit to ensuring safe social distancing for all by staying at least 6 feet apart, or about two arms' length, from others.
- The on-campus event must commit to ensuring facemasks and coverings are enforced during the event and in outdoor spaces where 6 feet of physical distancing is difficult to maintain reliably. Attendees must be made aware prior to the event that mask/face coverings are required.
- The on-campus event must be able to secure and have readily available Personal Protective Equipment (PPE) for attendees at the time of the event.
- The event coordinators must meet with the SwCC Police Commissioner to plan for adequate security during the event.
- Event attendees must sign a waiver and confirm the following:
 1. They have not been determined to be COVID-19 positive.
 2. They do not have symptoms associated with COVID-19 as they are listed on the CDC "[Symptoms of Coronavirus](#)" webpage.
 3. They have not been in the presence of anyone they knew to be COVID-19 positive in the last 14 days.

Approval forms that require my wet signature, will be made available through the Office of the President. If you have any questions regarding this policy, contact the Office of the President at 469-474-5241,

Sincerely,

A handwritten signature in black ink that reads "E. D. Seamster, Jr." in a cursive style.

Dr. E. D. Seamster, Jr.
President and CEO

cc: SwCC Board of Trustees-Chairman