I. Overview

The Honors College has received permission to use Titan Stadium for its spring 2021 graduation ceremony. There are 81 graduates, and this is the first four-year class of The Honors College. We are committed to providing a safe environment for graduates and their families to celebrate this important occasion on May 14, 2021, from 4pm – 5:30pm. We will strictly enforce the following SOP’s.

II. Applicability:

This standard operating procedure applies to all graduates, faculty and staff, and guests who attend the graduation.

III. Procedure: Low Alert (Outdoor) Protections in Place

A. Event Procedure

1. The event will not be open to the general public to decrease the number of attendees. In addition, the number of guests allowed will be limited to eight (8) per graduate. Since Titan Stadium has a capacity of nearly 10,000, this seems to be safely conservative.
2. The event will last no longer than 90 minutes. During that time, all spectators will be stationary. The only exception is when a graduate comes forth to receive their award. There will not be any graduation procession.
3. Event expectations will be conveyed to the attendees and their guests by consistent communication through:
   - Email, at least 1-2 weeks prior to the event.
   - Announcements on-site.
4. There will be a livestream and/or recording for those who cannot attend.

B. Face Covering Requirements

1. All attendees are required to wear a face covering that covers their mouth and nose in accordance with SOP-PND-20-03.
2. Face masks must be worn at all times. **No exceptions.** Face masks will be available on site.

C. Physical Distancing Parameters
   1. This event will follow the University’s requirements for physical distancing as outlined in SOP-PND-04.
   2. No hugs, handshakes, or personal contact will be permitted.
   3. In order to control traffic flow, there will be a dedicated entrance and a dedicated exit, and someone will monitor the entrance and exit to ensure physical distancing.

D. Hygiene and Disinfection
   1. Sanitizing wipes will be available for attendees to wipe down their seating area when they arrive and before they leave. There will be a trash receptacle available for disposing of wipes.
   2. Hand sanitizer will be available for attendees when they enter or exit the theater.
   3. The number of speakers will be limited to two (the Chancellor and the Dean), and there will be sanitizing wipes available to wipe down the mic and surrounding area between speakers.
   4. The graduates will pick up their own pre-sanitized awards. There will be no hand offs.

E. Restrooms
   1. We have confirmed that stadium management will open half of the public restrooms for our event. We plan to hang a sign that indicates only four occupants can use the (large) bathroom at a time.
   2. The bathrooms will be cleaned before and after the event. Hand sanitizer will be available in the restrooms

IV. **Procedure Modifications: Very High Alert**
This is a one-time event, but if the University goes to very high alert, the graduation will move to a virtual only format.

V. **Procedure Modifications: High Alert**
This is a one-time event, but if the University goes to high alert, the graduation will move to a virtual only format.

VI. **Procedure Modifications: Moderate Alert**
This is a one-time event, but if the University goes into moderate alert, the above procedures will be strictly enforced.

VII. **Guidance Documents/Policy Links:**
   a. The protocols above were developed after extensive research into measures that will provide a safe experience for everyone at an in-person event associated with the University. In addition to the policy links noted above, the following is a list of resources used:
      i. [Titans Return Event Host FAQ](#)
ii. Titans Return Scheduling Events SOP
iii. Titans Return Event Safety and Planning Checklist

VIII. Templates/Forms:
IX. Definitions

X. Revision History:
   Created: 4/11/21
   Revised/Reviewed: 4/12/2021