Commencement COVID-19 Safety Plan
Updated 5/4/2021

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Event Details

- 2021 COMMENCEMENT
  - May 14, 2021
  - 4:30pm & 6:30pm (2 sessions for social distancing)
    - 4:30 (all programs, besides nursing), 6:30 (nursing programs ONLY)
  - Pine City High School (PCHS) 1400 Main St. S Pine City, MN 55063
    - Capacity: 287 including students, guests, staff and faculty

General Guidelines & COVID Prevention Practices

- Face coverings must be worn at all times during check-in, the ceremony and recessional.
  - Staff and faculty will be monitoring
- 6 feet of social distancing is required at all times, with the exception of guest seating in assigned pods during the ceremony
- All guests, students, staff and faculty are required to fill out the COVID-19 Self-Assessment before entering the building
  - https://pine.edu/covid-scanning-qualtrics/
- Currently, vaccination does not impact social distancing and masking requirements. If you are vaccinated, please continue to wear a face covering and maintain social distancing during the event
- Sanitizing stations will be located at entrances, exits and other frequent surface touch points
- Contact tracing can be determined by the use of tickets and pre-assigned students seating
- Guest chairs will be podded in socially distanced manner
- Out-of-state guests should follow current state domestic travel guidelines

Check-In & Ticketing

- All guests and students are required to fill out the COVID-19 Self-Assessment before entering the building
  - https://pine.edu/covid-scanning-qualtrics/
- Tickets will be used to limit and track attendance and seating arrangements.
  - Student tickets – each student will receive one ticket to track attendance and capacity limits
  - Guest Tickets – each guest will receive one ticket. When they arrive to the ceremony, during check-in, they will write their first and last name and phone number on the back
of the ticket. The ticket will be retained by PTCC staff and faculty for contact tracing purposes.

- Pods
  - Pods will be organized prior to the ceremony. When a guest arrives, they will be assigned to a socially distanced pod.

Seating

- Students will sit alphabetically within their programs, socially distanced.
  - Seats will be assigned prior to the ceremony and will be listed on the student’s ticket to enter the ceremony
- Guests will select a socially distanced pod in the Auditorium. The pods will be taped off.
- Guests of any age are considered 1 person toward capacity. A child sitting on a lap counts as 1 person.

Cap & Gown Pickup

- Caps and gowns can be picked up in the Campus Store starting on May 3rd through May 14th (the date of commencement).
- If you requested to have your cap and gown mailed we will send those following the April 30 Registration deadline.
- Campus Store hours: M-F, 8:30am - 4:00pm

Ceremony Logistics

- The ceremony will be scripted to provide direction to students on how to proceed with the program safely.
- Speakers may remove their mask while presenting on stage as long as they are 12 feet from others.
- Microphone sharing will be limited or sanitized between uses.
- There will be no hugging or hand shaking from staff and faculty to students
- The stage will be marked where the students stops to receive their diploma.
- Photography
  - The professional photographer will maintain a 6-foot distance while capturing images following the receipt of the diploma and stage crossing.
    - Students may remove their mask for professional photos.
    - Students must replace the face-covering immediately after the photographs have been taken.
  - Throughout the ceremony, people in group photos that involve different households must wear face-coverings prior to and immediately after photos where social distancing of at least 6 feet cannot be maintained.
    - People must wear face-coverings until the photographer instructs them to remove their face-coverings immediately prior to taking the photographs.
- Students must replace the face-covering immediately after the photographs have been taken and quickly establish 6 feet of social distancing from other households.

**Cleaning and Ventilation**

- There will be an hour break between ceremonies.
- The doors will remain open to allow air flow.
- Between ceremonies, PTCC staff and faculty will sanitize all graduate seating, pod seating and frequently touched surface areas.

**Processional & Recessional**

- To avoid congregating, there will be no processional. Students will check-in and go to their assigned seats.
- Guests will check-in and go to their pod assignment given to them at the entrance. Seating will be designated on a first come – first serve basis.
- When the ceremony concludes, the graduates will be dismissed row by row and will exit to the door on the north side of the stage to the bus lane. They can meet their families in the front lawn after pods are dismissed one by one. **
- Guests will be dismissed pod by pod. They will head directly outside to meet the graduates they are there celebrating, weather permitting. **

** If the weather does not cooperate we will have a socially distanced meeting place in the 7th grade commons.