Reynolds Club Marketplace Distribution Center – Spring 2021

The Reynolds Club Marketplace may serve as a reservable space for the central and accessible distribution of materials to the campus community in Spring Quarter 2021. The following policies apply to the use of the space:

**Distribution Hours**
Distribution hours are Monday – Friday between 10:00am – 4:00pm.

**Number of Tables for Distribution**
There shall be a maximum of two (2) tables available to serve as distribution points. A single table may be used if two are not needed. The attached diagram demonstrates the layout of the tables and flow of traffic for distribution. The tables and layout are not movable or customizable – this layout shall apply to all distribution events.

**Set-up (Load-in) and Breakdown (Load-out) Hours**
Load-in and setup times are available from 8:00am – 10:00am (or your distribution start time between 10:00am-4:00pm) on the day of distribution. Early load-in and setup is not available.

Load-out and breakdown times are available from 4:00pm – 6:00pm on the day of your distribution event. Later load-out times are not available so as not to conflict with dinner operations in our facility.

**Storage of Items**
The Student Centers are unable to provide overnight/advanced/long-term storage for your distribution materials and distribution items should not be mailed to us. All materials must arrive with you on the day of your distribution and must depart with you at the end of your distribution.

If you have a multi-day distribution, limited overnight storage may be available, but may not be brought before your first day of distribution and must be removed on the final day of distribution. This limited storage must be discussed and approved with your event planner and part of your confirmation.

**Staffing**
All distribution events must be staffed appropriately. There should be two (2) staff on-site to manage distribution with one at the table and one managing lines and compliance of guests (masks, distancing, etc.). Your staffing plan must be provided to your event planner during your planning process. No more than two (2) staffers may be on-site at any time and all staffers must maintain appropriate distancing and cannot sit together.
PPE
Masks must be worn by all individuals (both distribution staff and those picking up your materials) at all times. Each table will be provided a tabletop plexiglass divider, which must be used. Hand sanitizer stations will be placed at the end of the line for individuals to use prior to approaching the table for pickup. A cleaning cart will be provided for the distribution tables so that your staff may wipe down and sanitize surfaces as needed.

Signage/Fixtures
The Student Centers will provide three (3) trashcans for your use – one (1) at the entrance to the line, one (1) at the exit to the line, and (1) at the distribution tables.

The Student Centers will have marked out distanced spots in the marketplace for individuals to stand in line. There is no need to bring supplemental floor markers.

Easels are available for you to bring signage specific to your event. It is helpful to have signage specific to your event and explaining any relevant rules or needs for your distribution to keep the line orderly and moving efficiently.

The Student Centers will have a fixed sign at the opening of the line that explain the basic building and University rules surrounding COVID-19 protocol.

Distribution Protocols
Whenever possible, we strongly encourage you to have pre-designated appointment times for individuals to pick up their materials and that you have a list or check-in document to track pick-up. This method works well in cases where you have pre-registered or individual-specific materials to distribute.

In the event that you have a general distribution where pre-designated appointments are not feasible or appropriate, we encourage that you divide pickup times into broader categories (such as by last name, class year, etc.), and offer broad times and multiple days for pickup to avoid a critical mass coming in a small time frame. We strongly advise that general distributions without pre-registered appointments use ID taps at the tables to do on-site, in-the-moment contact tracing.

Capacity
The amount of people you may service per hour will vary depending on the length of time you book for each distribution, how many items you have to distribute, and the length of time it takes for each interaction. We strongly advise broad pick-up windows to space out the number of people arriving at any given time.
An ideal distribution/pick-up interaction should take no longer than one (1) minute – this interaction typically comprises of a check-in or ID tap, receipt of item and any relevant instructions, and departing. Using this as a model, plan a maximum of 40-60 individuals through your line in an hour. Do not plan for more than 60 individuals to come through in an hour.

That said, your queue cannot and should not exceed the length of the Reynolds Club Marketplace. If at any time your line exceeds building occupancy limits, your line exceeds the length of the marketplace, the line becomes unmanageable, or behaviors come into conflict with the normal operation of our facilities, the Student Centers may take action including, but not limited to:

- Temporarily suspending entry to the building for patrons until occupancy shrinks
- Disbanding the line and telling individuals to try coming back when the line shortens and/or becomes more manageable
- Suspending distribution temporarily

**Reserving the Marketplace**

To inquire about availability and schedule distribution dates in the Marketplace, please email us at studentcenters.sched@lists.uchicago.edu and include the following information:

- Your name and contact information
- Your department or organization
- A brief overview of what your distribution event entails
- Dates you are interested in

A member of our event planning team will respond with date availability, any relevant follow-up questions, and a request for a 30-minute meeting to discuss and finalize any logistics with you (and your RSO advisor, if applicable). Once these steps are completed and agreed upon, you will receive a final event confirmation for your records. Events are pending and not finalized until you receive this final confirmation.