

Fall 2020 Co-Curricular Event/Activity Guidelines

FOR EVENT/ACTIVITY PARTICIPANTS:

- Anyone who has a fever of 100.4° or higher or has experienced cold or flu like symptoms (fever, chills, new muscle pain, new loss of taste or smell, sore throat, headache, new cough, shortness of breath or other respiratory problems), should not attend events/activities and should consult the Health Center.
- Masks are required at indoor events/activities. If food is served at an event/activity, participants are expected to wear masks to the event/activity and only remove them when they are actively eating or drinking. For outdoor events/activities, masks are encouraged, but not required.
- All participants must remain 6 feet apart at events/activities. This expectation applies to roommates and participants who are related to one another in addition to all other participants.
- Participants must bring their FC ID to every FC event/activity. Hosts will scan IDs at all events/activities to create lists of attendees.
- Anyone who fails to comply with campus health guidelines, such as wearing a mask at indoor events/activities and maintaining 6 feet between individuals, will be asked to leave the event/activity and may be found responsible for violating college policy.

FOR EVENT/ACTIVITY PLANNERS:

- Groups sponsoring events/activities are encouraged to host gatherings virtually whenever possible.
- When virtual events/activities are not possible, in-person events/activities are acceptable as long as the sponsoring group and participants follow the precautions outlined in this document and receive approval through the Physical Facilities room reservation process.
- Hosts must ensure participants follow all campus-wide safety expectations, including, but not limited to, wearing masks and maintaining 6 feet of distance between individuals. If participants are not following these expectations, hosts should ask them to begin following expectations or leave. If a participant fails to comply, hosts may call Campus Security for assistance, but only after the group has made attempt to confront the participant.
- Follow the maximum capacities identified for spaces on campus. These can be found in the Center for Student Involvement's GrizLife Documents tab. Hosts may choose to enforce these capacities either by requiring registration before events/activities or by counting participants as they arrive and turning people away if necessary.
- Be cautious of planning any activities/events that are more likely to spread germs, such as singing.
- Use GrizLife and the CheckPoint app to keep track of all participants. In the past, this was an option for event/activity hosts, but it is now required. Practice "no-touch" ID scanning by having event/activity participants hold their IDs while they are scanned.
- Make a plan for participants to enter and exit events/activities while still maintaining social distance. Consider keeping doors open for indoor events/activities to increase airflow and decrease sharing of germs through door handles.
- Hosts and guests should wash their hands or use hand sanitizer frequently. Hand sanitizer is stationed around campus at various locations. The Physical Facilities team will work to make sure there is either a hand sanitizer station or a restroom near event/activity locations so participants can wash or sanitize their hands frequently.
- Ensure access to cleaning supplies before each event/activity. Departments should utilize the cleaning supplies provided by Physical Facilities. Student organizations should utilize the cleaning supplies available for check-out provided by the Center for Student Involvement.
- Sanitize door handles, seats, tables, supplies, and other frequently touched surfaces before and after the event/activity.

- Events/activities with food are permitted if hosts follow safety precautions. Food with shared containers is prohibited unless it is served by Parkhurst or an approved outside caterer. Groups can also consider pre-packaged, grab-and-go options.
- Residence hall floor events/activities may be hosted in the residence hall if it is possible to maintain 6 foot distance between participants. If it is not possible to maintain 6 feet between each person, hosts should select a different space to hold their event/activity or switch to a virtual format.
- The event/activity guidelines in this document also apply to LLCs, Greek homes, and Greek suites. All events/activities for these spaces must be approved through the Event Approval Form on GrizLife.
- Written approval by the President will be required for college-sponsored events that will be open to visitors. If event hosts wish to seek approval for an event with off-campus visitors, they should contact the Center for Student Involvement staff for more information.
- College-sponsored events held at off-campus venues will only be permitted with prior approval of the President and documentation of appropriate risk-mitigation protocols. If event hosts wish to seek approval for an off-campus event, they should contact the Center for Student Involvement staff for more information.
- Event hosts are expected to follow the event/activity guidelines outlined in this document until the college announces they are no longer in effect.

ADDITIONAL GUIDELINES FOR STUDENT ORGANIZATIONS:

- Student organizations must follow all of the guidelines listed above in addition to the following guidelines specific to student organizations.
- Student organization event/activity hosts must fill out the event registration form on GrizLife to request approval to host an in-person event/activity.
- Student organizations are encouraged to host reoccurring/normal operational meetings virtually and only host in-person gatherings for special events/activities.
- When hosting an in-person event/activity, student organizations must have an adviser or another faculty/staff member present. This is to ensure that a college official is present if any event/activity participants fail to follow college health guidelines.
- Complete the post-event reflection form on GrizLife to identify areas of improvement and successes for the in-person event/activity.
- If a participant in a student organization in-person event/activity does not comply with safety guidelines hosts should explain the measures taken to address the participant in the post-event reflection form. If follow-up with the specific student is necessary, the Center for Student Involvement will forward the concern along for potential conduct violations.
- Student organizations who are found to be in violation of these expectations may lose the ability to host in-person events/activities until all social distancing expectations are removed. Student organizations that do not comply may be held accountable through the student conduct process