

## **Division of Intercultural and Student Affairs COVID-19 Considerations & Guidelines**

Limiting face-to-face contact is the best way to reduce the spread of coronavirus disease 2019 (COVID-19), and all registered student organizations are expected to practice physical distancing.

Student organizations should plan for virtual and/or hybrid options for meetings, events and gatherings to allow for maximum flexibility and compliance with federal, state and university guidelines.

To ensure that there is adequate space for academic courses, campus space for meetings, events and gatherings will be limited.

Large socials where alcohol is present are prohibited during the fall 2020 semester.

All events/meetings/gatherings must be registered via the student organization's HerdLink "events" tool, and attendance must be entered in HerdLink during the event.

Students and student organizations who fail to follow university, state and local safety protocols are subject to disciplinary action, per the [Code of Student Rights and Responsibilities](#).

### **Considerations**

#### ***General***

- What are the most current [Centers for Disease Control and Prevention \(CDC\)](#) and state and local recommendations and guidelines?
- What is the primary goal of your meeting, event or gathering?
- Will the meeting, event or gathering be successful at 50%, 25% or 10% of your estimated capacity?
- Can you establish your primary goal by hosting your meeting, event or gathering in multiple sessions, locations, outside or virtually?
- Is it possible to implement physical distancing measures in the event space?
- Have you communicated with campus and community partners to ensure they can accommodate your event or gathering?

#### ***Health & Safety***

- What steps will be taken to ensure the health and safety of attendees?
- What added informational and directional signage do you need to encourage safety and physical distancing expectations?

- How many staff or volunteers are needed to conduct proper event check-in, event attendance and check for mask wearing?
- How many staff or volunteers are needed to enforce physical distancing expectations?
- How many staff or volunteers are needed to properly clean and disinfect the event space during your event? How will you ensure there is an adequate amount of approved cleaning/disinfectant products? Type of cleaning/disinfectant products must meet current EPA guidance for COVID-19.

### ***Food & Beverage***

- Are you able to provide food and beverages to staff, volunteers and/or attendees with no self-serve food items (buffets, chips, etc)? Are individually packaged snacks and food practical or necessary?
- Are staff, volunteers and/or attendees able to bring their own food and beverages?
- Can you establish your primary goal if food and beverages are not available?
- How many staff or volunteers are needed to properly package and serve food and beverages? (Self-serve food and beverages are not permitted.)

### ***Communication***

- What information or instructions do your attendees need beforehand?
- What options are you providing for those who do not want to attend an in-person meeting, event or gathering? How can they access them?

### ***Budget***

- What additional supplies must be purchased to comply with your plan?
- Does your organization have access to funding to support these purchases?

## **Guidelines**

### ***Meetings***

- All meetings must be registered via the organization's HerdLink "events" tool, and attendance must be entered in HerdLink during the event.
- Meetings should be held virtually, if possible.
- An organization member must be assigned to monitor the meeting and ensure guidelines are followed (this information will be collected via HerdLink).
- An organization member must be assigned to track attendance in HerdLink.
- There must be a hand sanitizer station provided at the entrance to the room.
- When possible, open windows.

- Seats must be placed at least six (6) feet apart.
- Masks/face coverings must be worn by all participants.
- Meeting participants shall avoid passing items around or sharing tablets, pens, books, etc. Any shared items (electronics, office supplies, etc.) must be disinfected between uses.
- Shaking hands is not permitted.
- Anyone who does not feel well, is showing any symptoms or who has been exposed to someone who is sick, shall not attend the meeting. Use the CDC's Self-Checker guide to make healthy decisions and seek appropriate medical care.

### ***Events & Gatherings***

- All events and gatherings must be registered via the organization's HerdLink "events" tool, and attendance must be entered in HerdLink during the event.
- An organization member must be assigned to monitor the event or gathering and ensure guidelines are followed (this information will be collected via HerdLink).
- An organization member must be assigned to track attendance on HerdLink.
- Student organizations are encouraged to hold events and gatherings outside when possible. These events may be limited to a maximum number of attendees per current Cabell-Huntington Health Department and/or state or CDC guidance.
- Spaces will be set up for physical distancing and be limited to 50% of original maximum occupancy, as defined by National Fire Protection Association guidelines.
- Any student travel, domestic or international, must follow Travel Office procedures.
- Anyone who does not feel well, is showing any symptoms or who has been exposed to someone who is sick, shall not attend the event. Use the CDC's Self-Checker guide to make healthy decisions and seek appropriate medical care.

### ***Recruitment / Information Tabling with Social Distancing***

- All tabling must be registered via the organization's HerdLink "events" tool, and attendance must be entered in HerdLink during the event.
- An organization member must be assigned to monitor the meeting and ensure guidelines are followed (this information will be collected via HerdLink).
- An organization member must be assigned to track attendance on HerdLink.
- Outdoor tables are preferred and encouraged. (Limited indoor tables are available.)
- Tables must be at least six (6) feet apart.
- Everyone at the table must wear a mask/face covering.

- Physical distancing must be maintained at all times.
- Hands must be washed/sanitized before and after tabling.
- Hand sanitizer must be available at each table.
- Shaking hands is not permitted.
- Tables must be disinfected after use.
- A maximum of three (3) members are permitted at a table at a time, if 6 feet of social distancing is possible. Otherwise, seating capacities will be determined by the size of the table and the ability to sit 6 feet apart.
- Anyone who does not feel well, are showing any symptoms, or who has been exposed to someone who is sick shall not attend a gathering. Use the CDC's Self-Checker guide to make healthy decisions and seek appropriate medical care.

### ***Fraternity & Sorority Socials***

- Large socials where alcohol is present are prohibited during the fall 2020 semester.
- Anyone who does not feel well, is showing any symptoms or who has been exposed to someone who is sick, shall not attend the event. Use the CDC's Self-Checker guide to make healthy decisions and seek appropriate medical care.

### ***Club Sports***

- Club Sport protocols will follow all established federal, state and local guidelines to maintain the safety and health of all involved.

For more information, please contact Student Affairs at 304-696-3422 or e-mail [StudentAffairs@marshall.edu](mailto:StudentAffairs@marshall.edu).