

Introduction

The following document includes guidance, protocol, and resources to support Recognized Student Organizations (RSO's) in engaging their organization members and campus more broadly as we navigate preventing the spread of COVID-19 (and other public health safety issues that may arise). This is meant to support the crucial work that RSO's do to build campus community, facilitate important conversations, host cultural and philanthropy events, and provide acts of service. Student organizations lead in creating impactful programs and other forms of engagement for students, and this document is meant to support them in that work by setting them up for success in the 2020-2021 Academic Year, and beyond.

In that spirit, this document outlines tools for RSO leaders to practice community care in preventing the spread of COVID-19 (and any other public health concerns that may arise) through specific guidelines that we as a campus will enact to keep each other safe. Additionally, this document advances tools and potential resources to support student leaders in developing online events and engagement opportunities, including support services campus will provide in making sure that they can coordinate those opportunities with confidence and to meet their intended outcomes.

Guidelines for meeting in-person during Moderate Level of Transmission

This guidance in this document is intended to be consistent with and no less restrictive than the guidance, orders, or directives from university administration and guidance from the CDC, and State, County, and City officials.

How this document should be used:

These guidelines are intended to give direction and suggestions about how to safely manage student groups, meetings, events, and programs at the University of Utah during concerns regarding public health safety. Please actively utilize the following resources in conjunction with this document:

- <https://coronavirus.utah.edu>
- <https://coronavirus.utah.gov/utah-health-guidance-levels/>
- [Health guidance for all levels](#) (Utah.gov)
- [CDC Considerations for Events and Gatherings](#)
- [Office of the Registrar, Scheduling](#)
- Campus COVID-19 Health and Testing Questions Hotline: 801-213-2874
- General Campus Questions Hotline: 801-587-0712

These guidelines apply to any property owned, managed and/or occupied by the University of Utah, including properties owned, managed and/or occupied by University of Utah entities in Research Park and other off-campus locations.

This guidance does not supersede guidance from any of the aforementioned stakeholders.

Events to take place in Fall 2020 (and Spring 2021 until further notice) should utilize this guidance to take proper risk management strategies. This document refers to information from the [State of Utah](#) as well as information from the [University of Utah](#). Adherence to public health guidelines is necessary to ensure the safety of the University and surrounding communities. It is recommended that this guidance should be used as needed during other periods when infectious disease or other strains of COVID-19 require restrictions to in-person activities.

Local Health Guidance

Salt Lake County is currently in the **Moderate** Level of Transmission per State Guidance. The University of Utah is now also utilizing a Transmission Index, and is also in the Moderate Level of Transmission. Non-essential gatherings of **10** or more people should be cancelled or postponed. If the meeting or event can occur using remote technology, it should be held remotely. The risk of COVID-19 spreading at events and gatherings should be something that event planners have knowledge of, and event planning should occur as defined by the [CDC](#) (**Lowest risk, More risk, Higher risk, Highest risk**).

- For this reason, online, remote, digital tools, and other presence free engagement options are strongly encouraged in place of in-person activities. There is still a great amount of potential and possibilities while in the Moderate Level of Transmission, but planning events in this category will require creativity, innovation, and compliance with restrictions as we prioritize health and wellness.
 - **Outside Groups:** While in the Moderate Level of Transmission, the University does not allow outside groups to utilize campus for events.
 - **Sponsored Student Organizations & Departments:** These guidelines apply whether events are proposed to be held on or off campus. If held off campus, the guidelines for that city, county or state jurisdiction should also be followed.
 - **Affiliated & Registered Groups:** These guidelines apply for events on campus only, but are encouraged to be followed to prioritize public health safety (for any events held off campus, the guidelines for that city, county, or state jurisdiction should be followed).
- *Guidance for **Low** categories will be shared when we arrive at those phases.*

Event Guidance & In-Person Engagement Activity Approval Process:

Community engagement activities must be performed remotely whenever possible. Virtual engagement and creative independent events are encouraged to take place (virtual concerts, craft nights, meet-ups, open-mic nights, game nights, yoga/meditation hours, cooking demonstrations are all possibilities) in place of in-person interactions.

- Some RSO Activities that cannot be performed remotely may be conducted in-person (WITH APPROVAL), if there is an urgent, essential, or time-sensitive issue involved in the project. Representatives from the following areas review requests for in-person gatherings while campus is in the Moderate Level of Transmission, to make a recommendation to the Vice President for Student Affairs.
 - Representatives from the Incident Management Team (IMT), including the Operations Section (OPS).
 - This includes representatives from Emergency Management, UMC, EHC, OGC, and more.
 - If the request is coming from a Sponsored Recognized Student Organization, the dean of their college and/or listed advisor would be involved in this approval process.
 - If you believe you have an essential reason for gathering, please complete this [form](#) at least four weeks prior to your proposed gathering. This information will be reviewed by SLI first, and if it is truly deemed essential, it will move forward to the OPS team for additional review.

Additional Specifics for Recognized Student Organizations (RSO's):

For an understanding of Sponsored, Affiliated, and Registered Student Organizations, please refer to

University Rule 6-401A Recognized Student Organization Classification [University Rule 6-401A](#) . All students are encouraged to continue to be familiar with all university policies, including the Student Code of Conduct.

Events:

- RSO's in all classifications are permitted to request for approval for in-person events on campus while campus is in the Moderate Level of Transmission.
 - Affiliated groups must receive approval from the Affiliated Department (i.e. Campus Recreation for Sport Clubs or FSL for Greek Life) for in-person events, before requesting for approval from the larger committee.
 - Any RSO's approved for in-person events must use Campus Connect to track attendance and data may be used for contact tracing purposes.

Meetings:

- All meetings for all group types (sponsored, affiliated, registered) are encouraged to take place virtually unless there is a need that cannot be met by meeting virtually.
- If RSO's do wish to meet in person on campus, it is encouraged to limit the meeting to only the individuals who need to be there to accomplish the business purpose of the meeting (i.e. group leadership for an election, etc.). A copy of the agenda detailing why the meeting must be held in person is to be shared with the relevant campus scheduling office when reserving a space.
 - Requirements for approved in person RSO meetings:
 - Indoor meetings can be up to 10 people, but the meeting space must be able to support that number with physical distancing.
 - No more than 10 people in attendance if meeting inside (as to not overwhelm building capacity and airflow issues- with academic courses happening simultaneously).
 - Face coverings must be worn at meetings, and protocols of the building must be maintained as well (wipe down tables and chairs).
 - In-person meetings are to be limited to one hour.
 - Must include an alternative meeting option for members who are high-risk or who do not feel comfortable or safe meeting in person
- Only RSO's in the Sponsored classification are allowed to meet after hours in academic spaces.
 - RSO's in the affiliated classification are allowed to meet after hours on campus if a staff member from the affiliated department is present.
 - Possible exceptions may include HRE, Gardner Commons, Union, Marriott Library
- Any RSO in-person meetings that occur on campus should follow sanitization and distancing guidelines set forth by that facility.
- Tabling: RSO's are not permitted to engage in tabling until further notice. Sponsored RSO's may work with their department to make a request through the campus process.

Guidelines and Suggestions for Approved In-Person Events and Meetings

If event planners move forward/are approved to move forward with an in-person engagement plan, they are encouraged to stay flexible in their planning and always have a back-up plan that includes a virtual/presence free option.

- In-person events are limited to groups of 10 or fewer (including the event planners and advisors).
- Face coverings required to be worn at all times.

- Sanitization plan is required (cleaning common surfaces, hand sanitizer available).
- Maintain signage and a plan to ensure individuals are kept apart at a minimum distance of 6 feet.
- Maintain 6-foot distancing for any lines formed.
- While seated, individuals should maintain a 6 foot distance. For reserved-seating facilities, seats that are to remain unused (to ensure safe distancing) should be blocked off.
- Entrance, exit, and other aspects of mobility are to be considered and planned out thoroughly to minimize possible congestion. Signage should be provided to ensure attendees understand expectations.
- Entertainment/event venues used should provide information to the event planner regarding their cleaning regimen and operational protocols in place.
- Electronic tickets and playbills are to be used in place of paper.
- Congregating at any point is not allowed.
- In person interaction should be brief and is limited to one hour.
- If Ucards or any transactions are to occur, a sanitation plan for this interaction must be in place.
- Set an established time frame for high-risk groups to come in without pressure from crowds and/or separate entrances and queues.
 - Event attendees are encouraged to monitor their symptoms and reflect on personal choices before attending an in-person event (please refrain from attending if you are symptomatic, and/or have traveled in the past 14 days)
- Participants (performers, actors) in events should have their symptoms checked.
- Food: It is discouraged to have food at an event, however if necessary, only grab-and-go (from Chartwells is preferred), or pre-wrapped items such as packaged candy.
- *Full Time Staff Member (advisor) to be present at all events while campus is in the “Moderate Level of Transmission” category for accountability and enforcement of guidelines.*

Event Suggestions for Approved In-Person Events:

- Consider staggering start and end times, and possibly a variety of different locations.
- Consider use of demarcated “circles” on the ground and primarily using outdoor spaces. When planning indoors, ensure there is proper ventilation of space.
- Consider multiple sessions of the same event with pre-registration required.
- Whenever possible, keep groups together in the same space and maintain the same seating so as to decrease interactions with possible surface contamination.

The guidance provided in this document is focused primarily on public health and safety health as it relates to infectious disease, but is not a comprehensive look at the additional types of risk mitigation measures that event planners should take (i.e. security considerations, public relations considerations, accessibility, etc.).

Accountability

For an understanding of Sponsored, Affiliated, and Registered Student Organizations, please refer to University Rule 6-401A Recognized Student Organization Classification [University Rule 6-401A](#) .

This document was updated on November 23, and is subject to change.