



STUDENT ORGANIZATION EVENT PLANNING & OPERATIONS PROTOCOL

FALL SEMESTER 2020

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Defining Student Organizations & University Parameters

Student Organizations include all Registered Student Organizations (RSOs), Affiliated Student Organizations, Fraternity and Sorority Chapters, and Sport Clubs

- As a result of the University of Mississippi's [Campus Ready](#) COVID-19 Response Plan and information in place through Governor Reeve's Executive Orders regarding physical distancing and size of gatherings, all student organization activities and events will be modified and potentially suspended for the Fall 2020 semester—depending on type of event.
- Each event request and registration will be reviewed by the Associate Director for Leadership and Engagement to identify questions or possible conflicts with the *Campus Ready Plan* and *Governor's Executive Orders*.

Defining Student Organizations & University Parameters

- Room capacity and availability will be limited and restricted due to physical distancing and sanitization requirements. We are providing guidance and resources to help students and student organizations engage and build community and a sense of belonging while still observing the requirements of our community standards.
- Listed in this presentation are some resources and specific examples of activities and events that should be modified and potentially suspended for the fall 2020 semester.

University Parameters for Fall 2020

- ALL indoor events limited to no more than 10 attendees—where social distancing is possible.
- ALL outdoor events limited to no more than 20 attendees total—where social distancing is possible.
- These parameters apply to on campus and off campus activities.
- Six (6) feet of physical distancing at all times.
- Remote, online and hybrid meetings are being encouraged, unless they must absolutely happen in person/face-to-face.

Updated Monday, August 17, 2020

Important Considerations

- The University of Mississippi has more than 400 registered student organizations that each contribute unique opportunities for students to get involved and engaged on campus.
- The Ole Miss Student Union Student Leadership and Engagement Team remains committed to helping registered student organizations pursue opportunities to connect on campus during the Fall 2020 Semester.
- Registered student organizations will be able to begin registering events in The ForUM beginning no earlier than August 10, 2020.
- Registered student organization leaders will be required to complete proactive training on hosting programs during the COVID-19 pandemic.

EVENT PLANNING AND MANAGEMENT

Registered Student Organization Events

Events and Campus Wide Activities

In-person events on campus and sponsored by the university will comply with current executive and local orders and guidelines ([Safe Return order](#) of Gov. Tate Reeves's reopening plan and the City of Oxford's [Serving Oxford Safely](#)), as well as public health recommendations, **mask wearing is required in all scenarios**. Current university guidelines regarding events can be found at <https://coronavirus.olemiss.edu/events/>.

EVENTS, ACTIVITIES AND PROGRAMS CANNOT BE CASUAL "COME AND GO." Attendance must be tracked and social distancing made a priority, including the wearing of masks.

Group Gatherings (Where Social Distancing IS NOT Possible)

- Indoor: Public and private social gatherings and recreational activities shall be limited to groups of no more than 10 people in a single indoor space
 - **Fraternity chapters will not be permitted to host social events in chapter facilities.**
- Outdoor: Public and private social gatherings and recreational activities shall be limited to groups of no more than 20 people in an outdoor space where individuals are in close proximity (less than 6 feet) to each other.

Group Gatherings (Where Social Distancing IS Possible)

- Indoor: Public and private social gatherings and recreational activities shall be limited to groups of no more than 10 people in a single indoor space
 - **Fraternity chapters will not be permitted to host social events in chapter facilities.**
- Outdoor: Public and private social gatherings and recreational activities shall be limited to groups of no more than 20 people in an outdoor space where individuals are able to maintain a minimum of 6 feet separation.

Outdoor and Indoor Arenas (Pavilion and Tad Pad)

- The number of guests in the arena shall be no greater than 25 percent of the maximum seating capacity.

****Any changes to health and safety guidelines will be communicated to all RSOs through The Forum.**

Registered Student Organization Events

Events and Activities On Campus

Occupancy

- 10 people indoors and 20 people outdoors are the maximum numbers of people in a space/place for any social gathering or student organization gathering/meeting at this time.
- Virtual options must be provided to make accommodations for student organization members who are unable to attend a student organization gathering/meeting.

Closures and Limitations

- Auditoriums will be offline for Fall 2020 for student organization uses—with the exception of the Student Union Auditorium (still limited to 10 people in person under current orders).
- The Tad Pad and Pavilion will not be available for Fall 2020.
- Lamar Hall will not be available after 8 p.m. and must be an academic program and not a social gathering.
- Outdoor event spaces (The Grove, intramural fields, The Circle, etc.) will be functioning under limited use. Participants should abide by signage that is posted in these areas while also abiding by social distancing guidelines and protocols in this document.

Registration

- All in-person activities, events, programs and meetings must be registered in The ForUM, regardless of how many participants.
- Student organizations must use the attendance tracking feature to indicate who attended their in-person activity.

Registered Student Organization Event Management

Activities with Food and Beverages

- Organizations must provide alcohol-based sanitizer (at least 60% alcohol) in food serving and dining areas. These could be units available on individual tables, in the food line, or stationed in easily accessible areas within the dining/food staging area.
- Eliminate self-serve bowls of items like pretzels and chips AND large common sources of food (i.e. pizza). Provide single serving packages or pre-filled single serving bowls instead or individual size pizzas/boxes of food.
- No buffets are allowed. Organizations may have volunteers distribute single servings as long as it is completely contactless and volunteers must wear gloves and masks at all time.
- Event setup should minimize the proximity of food to the flow of pedestrian traffic.

Registered Student Organization Event Management

Student Organization Meetings

- Meetings must be conducted with 6' of physical distancing in mind and the option of virtual participation for members who are not comfortable attending a face to face meeting is recommended. Any meetings with a requirement that members attend must have a virtual option.
 - Attendance of all who are present at a face-to-face, in person meeting or event should be kept. This can be logged in your organization's ForUM account.
 - All in-person attendees must wear face coverings.
 - Room capacity reductions will restrict the number of members who can be in a space for face-to-face meetings.
 - **Groups should consider hosting meetings/practices virtually or in smaller groups in spaces that allow for physical distancing. All students have access to utilize a licensed Zoom account through olemiss.zoom.us.**
- Organizations should make sure members and guests know that if they are sick they should not attend face-to-face activities, events, or meetings.
- Organizations should provide the following information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19: *If you are experiencing COVID-19 symptoms or if you need to be tested based on potential exposure, please contact University Health Services at 662-915-7274.*

Registered Student Organization Event Management

Face Coverings/Masks (<https://elearning.olemiss.edu/wp-content/uploads/sites/3/2020/08/Academic-Programs-and-Experiences-Protocols-FINAL-8.6.20.pdf>)

- Student organizations will require face coverings for all events and activities that take place indoors, and those outdoors where physical distancing will be difficult to maintain.
- Masks may be removed when eating, but physical distancing must be maintained while eating in shared indoor and outdoor locations.
- Face masks or face coverings must be properly worn in all indoor spaces where other people may be encountered, including hallways, common areas, restrooms, etc.
- For some students, face shields may be worn as an accommodation. This will require approval from the Office of Student Disability Services. This will include notifying staff of students who wear face shields as an accommodation, as soon as it is available.
- Students in need of accommodation for the face covering will be encouraged to file with SDS and carry paperwork necessary until accommodation has been approved.
- Face masks or face coverings must be properly worn in all meeting spaces indoors and outdoors. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)

Registered Student Organization Event Management

Student Organization Activities that Bring Guests to Campus

- Family or parent weekends, alumni events, conferences, competitions, performances, and similar events should be conducted with *Campus Ready* guidance and regulation of events in mind—10 people indoors/20 people outdoors.
 - **Due to capacity limitations across campus, these events may not be able to be hosted.**
- Sport club competitions, scrimmages (game-like situations), and activities that involve close contact, are suspended until at least October 1, 2020. The Department of Campus Recreation will continue to monitor and reevaluate this throughout the semester in coordination with the University's Campus Ready Plan;
- Social events in FSL facilities are suspended for fall 2020.

Speakers and Guest Lectures

- At this time, guest speakers and large lectures should be held as virtual events.
- Physical distancing seating and face coverings are required for all attendees if there is a gathering to view the virtual event.
- Attendance sheets will be tracked in ForUM to support contact tracing, if necessary.

Events That Bring Minors to Campus

- Suspended for fall 2020.

Registered Student Organization Event Management

Events where Participants Share, Pass, and Touch Objects

- Events such as board or video game activities may be held if there is no physical exchange of controllers, game pieces, cards, dice, or other objects. Participants must have the ability to physically distance from other participants.
- Sport clubs are permitted to practice at this time while following protocols set forth by the Department of Campus Recreation related to maintaining physical distancing, monitoring participants' health and wellness, and cleaning of equipment.
- Any activity or program where student organization wish to distribute giveaway items (shirts, hand sanitizer, water bottles, etc.) should consist of the organization setting out all items for participants to then personally grab their own item. Student monitoring this set up should wear a mask and gloves at all times.

Performance Based Activities

- Room capacity and the ability to comply with physical distancing and face covering requirements will impact when/where/how audiences are permitted to participate.
- Practices for performance based organizations should be held with strict physical distancing, face covering/face shield use, and no physical touching; should be held virtually when possible.
- Consider the use of outdoor space for practices or performances where members and others can appropriately physically distance.
- Follow room capacity requirements and seek the largest space available if your practice occurs indoors.

Dances

- Due to physical distancing requirements and space/room capacity, any dances are suspended for fall 2020.

Registered Student Organization Event Management

Events/Meetings in the Ole Miss Student Union

- Student organizations must complete Registered Student Organization Orientation prior to booking any space in the Union.
 - Space should be requested 15-business days in advance of use—this will assist Union staff in accommodating as many requests as possible.
 - Rooms should be reserved through the [Space Reservation Form](#) and an event request should be entered into ForUM.
 - Attendance will be tracked through ForUM.

Events/Meeting in Classrooms and other Non-Union Space

- The ability to utilize classroom or other academic space will be limited due to restricted space/room capacity in order to maintain physical distancing.
- The availability of classroom and other academic space will be limited as a result of cleaning, deep cleaning, and sanitization protocols necessary to facilitate academic meetings and activities.
- Requests for space will follow the same above protocol and can be submitted with this [form](#).

Registered Student Organization Event Management

Off Campus Events Hosted by Student Organizations

At this time, off campus events sponsored by student organizations are suspended until at least October 1, 2020.

This includes Registered Student Organization Events that fall under the following categories:

- Social gatherings off campus,
- Meetings off campus,
- Retreats off campus.

Should student organizations need additional clarification on this matter, please contact the Ole Miss Student Union's Associate Director for Student Leadership and Engagement at wct@olemiss.edu.

STUDENT ORGANIZATION TRAVEL

Registered Student Organization Travel

Travel

- At this time, all university-affiliated international and domestic travel is prohibited until further notice—including travel on behalf of registered student organizations.
- Student organizations will not be able to travel outside of the LOU area unless they are granted a waiver.

Waiver Process

- **Registered student organizations that have particular educational, functional, or practicing need to travel must submit a waiver request to Leadership and Engagement requesting the ability to travel outside of LOU for student organization business. The waiver can be [accessed here](#).**
- Approval of waivers will be considered on a case-by-case basis, and will not be granted for social events or for Sport Club competitions under the current guidelines.
- Approval must come from the organization's advisor(s), Associate Director for Leadership & Engagement, the sponsoring department (when applicable), Dean of Students, and the Vice Chancellor of Student Affairs.
- Social distancing should be practiced if the travel waiver is granted, including:
 - Students traveling in their own/separate vehicles.
 - Student organizations renting enough buses/other vehicles to allow for appropriate distancing.
 - Masks/face coverings being worn during travel if social distancing is not possible.

STUDENT ORGANIZATION EDUCATION AND TRAINING

Education & Training

Registered Student Organization Orientation

- All registered student organizations are required to complete RSO Orientation on an annual basis during leadership transitions.
- **All student organizations will be required to complete an updated RSO Orientation for 2020 - 2021 with a COVID-19 training session built into the program.**
 - **Failure to comply with guidelines and recommendations will result in organizations being reported to the Student Organization Conduct Intervention Team.**
- RSO Orientation will be offered in a hybrid format multiple times at the beginning of the Fall 2020 Semester and facilitated by Leadership & Engagement Staff.

Training

- In addition to completing an assessment based on the COVID-Safety Blackboard training module, all student organization leaders will be given event planning checklist resources to guide their planning.
- Leadership & Engagement Staff will remain available to answer questions as event requests begin coming in for approval.

Attendance Tracking

- The ForUM – the University of Mississippi’s student engagement platform – houses an attendance tracking feature that we will encourage all registered student organizations to make use of this semester and in future semesters.
- Student organization leaders will be trained on using this feature in RSO Orientation and will be given resources to successfully navigate using this feature for meetings, programs, events, and any other times when attendance tracking may be helpful.
- Utilizing this feature will be helpful in remembering who was in attendance at a happening that was registered by the student organization if need for contact tracing is present.

Track Attendance
Everybody's Formal 2019

EXPORT + ADD ATTENDANCE

64 INVITEES 615 ATTENDED 0 ABSENT 0 EXCUSED

Swipe Access Code
GJXRQN7 Swipe page: <https://olemiss.campuslabs.com/engage/card-swipe?accessCode=GJXRQN7>

Attendees

Attendees	Attendance	Comment
Kendrick Wallace (kdwallac@go.olemiss.edu)	Attended Absent Excused NA	ADD
Holten Moreno (hrmoreno@go.olemiss.edu)	Attended Absent Excused NA	ADD
Will Takewell (wct@olemiss.edu)	Attended Absent Excused NA	ADD
Joshua Mannery (jzmanner@go.olemiss.edu)	Attended Absent Excused NA	ADD
Austin Fiala (adfiala@go.olemiss.edu)	Attended Absent Excused NA	ADD

Updating RSO Rosters in The ForUM

Associated Student Body

Roster

MESSAGING MANAGE POSITIONS INVITE PEOPLE EXPORT ROSTER

JM
Primary Contact
Joshua Mannery

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS Search

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Aaron	Noa	Principal of First Year Experience
<input type="checkbox"/>	Abby	Johnston	Vice President
<input type="checkbox"/>	Abigail	Mathis	
<input type="checkbox"/>	Alexandra	Kennedy	

Organizations **MUST** Update their Rosters and Leadership

- Registered student organizations will be required to update their rosters.
- This will assist the organization in being able to effectively and efficiently communicate with its membership.
- Roster management will also assist in attendance tracking and event registration.

Compliance

Registered Student Organization Accountability

- Information is [available here](#) regarding accountability measures for registered student organizations in relation to compliance with COVID-19 protocol. Make sure to review the document and understand the two tiers related to student organization compliance and accountability.
- Student organizations are responsible for complying with all applicable University, local, and state public health guidance. The organizations will be held accountable for any violations of this guidance during organizational events.
- Any individual or organization accused of hosting and/or sponsoring an event that endangers and/or exposes more than the allowed limit (see above) will be charged with Disregard for University Authority (and potential violations of other applicable policies). The Conduct Officer and/or University Judicial Council will determine appropriate sanctions; these may include, but are not limited to suspension, probation, fines, educational measures, and restrictions/removal.