

Spring 2021 COVID-19 Guidelines for Student Organization Operations and Events

2.17.21 : Changes have been made to the Guidelines below. Thos changes have been revised and highlighted in yellow.

Updated on 2.17.21

The Millersville University Event Moratorium has been lifted. As of February 22, 2021, student organizations can now hold in-person meetings and events following the COVID-19 Guidelines for Student Organization Operations and Events.

The Department of Campus Life has developed guidelines for SGA-Recognized Student Organizations during COVID-19. Each recognized student organization (temporary and/or permanent) should embrace these guidelines out of respect and care for one another in order to safeguard the health and wellbeing of our community.

To ensure the health and safety of individuals and the collective Millersville University community, SGA-Recognized Student Organization operations and activities will operate with strict parameters during the Spring 2021 semester. These are the established guidelines and expectations.

We are confident that individuals, and student organizations following these guidelines, we will do our part to reduce the spread of COVID-19, while providing engagement opportunities for our campus community.

*This is a living document and will be updated frequently.

Student Organization Operations and Events

General Registration Information:

- In order begin hosting events/meetings, organizations must complete the online registration portion of the Activate Your Org” Process.
- Until further notice, student organizations must register all meetings and activities (virtual and in-person) via Get Involved Event Registration process.
- All meetings and events (both virtual and in-person) must be submitted in Get Involved at least one week prior to your meeting or event.
- Student organizations should still submit all events (in person and virtual) through Get Involved. **Members of Environmental Health & Safety, Pat Weidinger and Gail Fellows,** will also review the events through a Health & Safety lens. **Gail’s approval is needed before Campus Life will approve your in-person event through Get Involved.**
- **If the space that you want is reservable through Ad Astra, please reserve the space in Ad Astra before registering the event on Get Involved.**
- Last day to program:

- Saturday, May 1, 2021 is the last day for student organizations to host events.

Suspended Events/Activities for Spring 2021:

- Any in-person events have been suspended until February 21, 2021. In-person events can resume on February 22, 2021.
- Events that bring minors to campus.
- Events where participants share, pass or 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 be able to physically distance from other participants.
- (Indoor/Outdoor) dances, parties, mixers or socials.
- High-Touch events/activities (inflatables, therapy dogs)
- On/Off Campus Fundraisers involving non pre-packed/package food (bake sales, spaghetti dinners, etc.)- per recommendation of Dining Services.

Meetings:

Student Organization meetings are defined as “recurring/repeating membership only gatherings where the business of the organization is conducted.”

- For Spring 2021, Campus Life recommends hosting all student organization meetings virtually. However, if organizations plan to conduct face-to-face/in person meetings with 10 people or more, the organization must follow the “In-Person” Event Guidelines, beginning February 22, 2021.

Tabling:

Tabling opportunities will be very limited during the Spring 2021 semester. Student Organizations are encouraged to create various virtual promotional information.

- Tabling inside of the Student Memorial Center is allowed. Tabling reservations can be made through Ad Astra.
- Tabling inside any other building, aside from the Student Memorial Center, even in the case of inclement weather has been suspended.
- Student Org Tabling will continue to be permissible outdoors in any of the reservable Student Memorial Center Promenade areas.
- Items cannot be given or received unless it has been pre-packed. All items must be pre-packed by the original vendor.
- Will be restricted to two host/member(s) and one guest at the table at a time (6-8 feet apart).
- Table host(s) and guests are required to wear face coverings at all times.
- Keep a close eye on and limit “crowds” surrounding your table.

Grab-N-Go Events:

We understand that some organizations might want to provide passive, “Grab-N-Go” events as engagement opportunities for members and students.

A “Grab-N-Go” is defined as a tabling in-person event where students come to a specific location and “grab” pre-packed items.

- Grab-n-Go events must follow tabling guidelines above.
- Grab-N-Go Pick Up Locations/Station can only take place in Student Organization Reservable spaces, unless given permission by Campus Life.
- For Grab –N-Go events that involve DIY (Do It Yourself) activities, all contents must be in one bag and instructions must be provided.
- Grab-No-Go events are limited to 200 students in attendance.

Student Organization Advisor Guidance:

During the COVID-19 Pandemic and until further notice, the Department of Campus Life has created new guidelines for University Employees who are serving in a volunteer capacity as the advisor to an SGA-Recognized Student Organization:

- Student organization advisors should highly encourage the group and members to follow the guidance of the University and the State of Pennsylvania Health Department regarding the prevention of spread of COVID-19.
- Encourage student members to be conscientious of the parameters of physical distancing and avoiding high risk activities and environments.
- Face coverings are required while on campus
- Help students make thoughtful decisions about how the organization plans to operate during COVID-19 Pandemic and within a remote/virtual learning environment

Specific Guidelines for In-Person Events and Activities of SGA-Recognized Student Organizations beginning February 22, 2021

The following guidelines for Student Organization In-person events and activities have been determined to ensure the safety and well-being of our community. These guidelines will apply to all in-person events, held/hosted by SGA-Recognized Student Organizations until further notice.

Student Organization In-person events are only permitted if Lancaster County is in the “Green Phase” of reopening, as designated by the [Commonwealth of Pennsylvania](#).

An In-person event is defined as any planned or spontaneous gathering, indoors or outdoors, where any portion of the event will be held on property owned or controlled by Millersville University, and with an attendance of 10 or more people.

Examples of in-person events include but are not limited to a student organization: hosting meetings, trainings, performances, celebrations, rallies, demonstrations, social gatherings, lectures, forums, speaker presentations, conferences, or recreational or sporting events.

Effective Fall 2020 and until further notice, student organizations wishing to hold/host in-person events/activities, must have the organization's on-campus (university faculty/staff member) advisor in attendance.

Student Organizations hosting an event must follow the [Center for Disease Control \(CDC\)](#) and [Pennsylvania Department of Health](#) (PADOH) guidance for mitigating the spread of COVID-19. The event host(s) must also agree to monitor public health indicators, adjust orders and restrictions. Either the Department of Campus Life or the event host(s) may cancel if the newest information advises them to do so.

All SGA-Recognized Student Organizations must comply with the following guidelines for planning/hosting an in-person event:

Please note: No SGA- Recognized Student Organization in-person event can take place off campus. For student organizations who work closely with university departments, departments will need to sponsor the organization in order for it to take place in any location that is not listed below.

Depending on the event/activity, additional social distancing measures could be required.

- A. In-Person Event Location Restrictions:** SGA recognized student organizations will only be able to host in-person events in the following locations:
- a. Student Memorial Center (indoor and outdoor)
 - i. SMC 18, 24, 118, Reighard Multipurpose Room (MPR), 202, 203, 204 Promenade 1, 2, 3
 - ii. [Click here](#) to view the SMC COVID Occupancy
 - iii. All indoor social gatherings, regardless of venue, may not exceed 25 people in attendance
 - iv. Masks must be worn at all times
 - v. Students/Student Organizations must disinfect before and after with sanitation station supplies
 - b. Academic Buildings/Performance Spaces
 - i. Bassler Hall Control Room and Studio
 1. Contact Department of Communication & Theatre Communication Equipment Room (CER) to reserve.
 2. Student organization's COVID guidelines and protocols will be overseen and approved directly by the department.
 3. Student organizations will be responsible for creating and following their own COVID-19 guidelines and protocols which must align with all CDC, University, Campus Life and Communication Equipment Room (CER) guidelines.
 - ii. Dutcher Hall
 1. Contact Department of Communication & Theatre to reserve

2. Student organizations will be responsible for creating and following their own COVID-19 guidelines and protocols which must align with all CDC, University, and Campus Life guidelines.
3. Student organizations COVID guidelines and protocols will be overseen and approved directly by the department.
- iii. McComsey Hall (260/Myers Auditorium)
 1. Myers Auditorium is available for booking via Astra.
- iv. Winter Visual and Performing Arts Center
 1. Non-music student organizations may not use the Winter Center this spring.
 2. If music-related student organizations want to use space in the Winter Center (including Murley, Dance Studio, 202, and B110) they must email Rachel Dove, in the Music Department, at Rachel.Dove@millersville.edu one week in advance.
 3. The Tell School of Music strongly recommends that the in-person meetings of music-related student organizations ensure that a faculty advisor is present to remind the students about all safety regulations.
 4. Student Organizations wishing to reserve space in Clair or Biemesderfer should continue to do so by submitting an event through event submission process in Get Involved.

c. Recreational Areas (Operated by Campus Recreation)

In order to request space for Campus Recreational Areas please complete the Event Submission Form on Get Involved to start the request. Allison Yarrow will review your event request from there. All events in the SMC Rec Center will require each participant to have a verified IMLeagues.com/Ville Rec app account to check in at the SMC Rec Center. Campus Recreation does rent out equipment for various sport and recreation activities.

- i. Marauder Courts/MAC
- ii. SMC Dance Studio
- iii. Brooks Field/Tennis Courts
- iv. McComsey Basketball/Tennis Courts
- v. Pucillo Gym/Fields
- vi. Quad
- vii. Stadium/Track
- viii. Brooks Tennis Courts
- ix. Others spaces in SMC Recreational Area (as determined by Campus Recreation)

Student Organizations must adhere to the proper reservation protocol to reserve space for in-person events.

- B. Indoor-Events Capacity/Occupancy:** In-person events held indoors must adhere to the relevant capacity limitations of the facility or venue. An indoor in-person event may not exceed 25 persons, regardless of the facility or venue occupancy. The 25-person limit includes guests, event host(s), and staff or volunteers working the event.
- C. Outdoor-Event Capacity/Occupancy:** The maximum number of participants at any given meeting or event will be determined through the reservations process by a combination of:
 - a. University Guidelines
 - b. Laws, ordinances, and recommendations by government and public health officials
 - c. The size of the space/room/venue allowing for physical distancing as determined by the venue
 - d. The ability of participants to comply with University guidance related to physical distancing and the protection of personal space

Regardless of the considerations above, no more than 75 people may be in attendance at any student organization event at any given time that is in-person and/or outdoors regardless of location. The outdoor capacity limit includes guests, event hosts(s), and staff or volunteers working the event. Additionally, the Department of Campus Life and/or facility managers may impose additional attendance limits on individual events based on the nature of the activity.

- D. Guests: Guests will not be permitted at student organization events until further notice.** Guests are defined as any person who is not a current Millersville University student, faculty member, or staff member.
 - a. Organizations whose members are students at surrounding universities must inform the Department of Campus Life when those members who are non-MU students are on campus for in-person events.
- E. Food & Beverage:** All food and beverage at events must be provided and distributed by Dining/Catering. Host or guest prepared food or beverages is prohibited (i.e. potlucks, bake sales). All in-person events whose sole purpose is to sell food are prohibited (i.e. bake sales, spaghetti dinners, pancake breakfast or delivery).
- F. Attendance Tracking:** Event host(s) must track attendance of all participants and maintain record of attendees for a minimum of 14 days. Attendance must include event host(s), and those working or volunteering at the event. This information will be utilized for contact tracing purposes in compliance with federal and state privacy regulations.
 - a. Student Organizations must utilize the Get Involved Platform/CORQ Event Pass to track attendance.
- G. Signage:** If the facility or venue does not have signage posted to promote social distancing and properly wearing a face mask covering, event host(s) must provide and post signs in highly visible locations at the event (i.e. entrances, restrooms).
- H. Social Distancing:** Event host(s), workers/volunteers, and attendees must always remain 6-8 feet apart, excluding immediate family members, caretakers, household members, or romantic partners.

- I. **Face Covering:** Event host(s), workers/volunteers, and attendees must wear face mask coverings in accordance with CDC recommendations, PA Department of Health, and Millersville University. Face mask coverings should be provided to event attendees.
- J. **Notification to guests:** At the beginning of the event, a COVID-19 Safety statement must be read (Appendix). The statement will be sent to all the student organizations once the event has been approved through the Get Involved Process.
- K. **Cleaning and Disinfecting:** No later than 48 hours prior to the event, the event host(s) must check with the facility staff to determine responsibility of event host(s) for cleaning and disinfecting.
- L. **Hand Sanitizer:** If the facility or venue does not provide hand sanitizer, event host(s) must provide their own hand sanitizers at the point of entry and exit to the event.

COVID-19 Additions to the Event Submission Form on Get Involved

There were COVID-19 updates to the event submission process in Get Involved over the **fall 2020 semester** and Campus Life wants to draw attention to those changes. In the event submission form, we ask you to answer the following:

- **Describe ALL specific activities and programming taking place during the event including, but not limited to, food, venue layout, time-frame of events/activities, participant information, what drills are you doing, etc.** (*Providing thorough details will help expedite the approval process*)
- **If your meeting/event is in person, describe COVID-19 Health & Safety Measures for the Event** (To include but not limited to: Health Screenings, Face Masks, Social Distancing, Attendance Logs for Contact Tracing, Handling of Items, Compliance Monitoring) If your event is virtual, just write "N/A" in the box below.
- **Student organization advisor(s)/stand-in-delegate(s):** (Identify the individual responsible for ensuring the university's COVID-19 health & safety practices are followed throughout the duration of the event/activities and who will be maintaining the attendance logs.)
- **Do you need COVID supplies for your in-person event?** If so, please select all the supplies that you need along with how many of each below the item.
 - COVID-19 signage
 - social distancing dots
 - hand sanitizer
 - disposable masks
 - disposable gloves
 - temperature scanner
 - wristbands
 - giveaway packaging supplies (plastic bags)
 - No, we will provide our own supplies. Thanks anyway.

Advisor Guidance/ Attendance Requirement

Student organization advisors should enforce the University and the State of Pennsylvania guidance regarding the prevention of spread of COVID-19.

- A. SGA-Recognized Student Organizations MUST have their advisor on record attend any in-person event that is open to students for **Spring 2021**.
- B. If the Advisor on record is not able to attend the in-person event, the organization must move to a virtual format or cancel the event. If the advisor is not able to attend in-person, they may attend the event remotely/virtually for indoor events only. This is not an option for outdoor spaces.
 - a. Organizations whose advisor cannot attend for any reason, can work with Campus Life to have a “Stand in Delegate” assigned to their organization event.
 - i. “Stand in Delegate” is not guaranteed if request less than 72 hours from scheduled event.

Enforcement:

- A. Student Organizations who violate these guidelines will be instructed by the responsible official or their designee to cease and desist. Responsible officials include: University Adviser, University Police, Environmental Health and Safety, Facility or Venue Manager, Campus Life staff, and/or Vice President and/or Associate Vice President of Student Affairs and Enrollment Management.
- B. Student Organizations who violate these guidelines, will be in direct violation of the Student Code of Conduct and the Good Steward Policy. The student organization will not be permitted to reserve any facility on campus for the remainder of the semester and will be frozen (inactive). All scheduled reservations by the violating student organizations will be cancelled.

Off Campus Event/Participation Exceptions:

Student organization may participate in the following events “off campus”:

- A. Restaurant Fundraisers.

Organizations who partner with local restaurants for fundraisers will need to make sure of the following:

- a. Track and report an attendance list of members who were physically present and participated in fundraiser.

- B. **Community Service.**

If organizations deem community service mission critical to the operations of their organization, please fill out a Community Service Exception Form with the Department of Campus Life. Campus Life will then reach out to you in regards to options for community service during covid-19. If it is not mission critical, off campus community service is

suspended until further notice. The Community Service Exception Form will be available on Get Involved beginning February 22, 2021.

Student Organization Travel

Given the unpredictable nature of COVID-19 spread and the inherent risks associated with traveling, student organizations travel outside of Lancaster County will not be permitted during the Spring 2021 semester. This includes all student organization trips, conferences, and competitions, regardless of how the travel is being funded.

Please note: If individual student organization members travel, they cannot travel under the organization's name. The university will not be liable for anything that may occur during travel that occurs against these guidelines.

Student Organizations with Inter/National Affiliation & Membership/ Fraternities/Sororities

- A. Clubs and organizations that have membership with a coordinating Executive or Headquarters Office are expected to observe the requirements of those organizations as it relates to meetings, activities, and events.
- B. If there is a difference in requirements, organizations are expected to observe the most stringent requirements or guidance received regarding meetings, activities, and events.
- C. Fraternity and Sorority chapters will have recommendations for operations to be released and enforced by the Coordinator of Fraternity and Sorority Life, within the Department of Campus Life.

Sports and Leisure -Related Student Organizations

Regardless of League Affiliation decisions, Sports and Leisure Related Student Organizations must adhere to the guidelines and operations set forth by the Department of Campus Recreation.

Campus Ministries and Interfaith Organizations

For Spiritual and Interfaith Organizations who work with Campus Ministry/Campus Ministers, the department of Campus Ministries will need to sponsor and reserve spaces. Events would be in co-collaboration with student organizations. Campus Ministers can serve as an advisor present at "in-person" events.

For questions about student organization guidelines and/or student organization support, please contact the Department of Campus Life!

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