

## Fall 2020 COVID-19 Guidelines for Student Organization Operations and Events

**9.2.20** : Changes have been made to the Guidelines below. In addition to revising them and highlighting them below, we have pulled them out to also feature the changes here.

- Bassler Hall Control Room and Studio
  - Contact Department of Communication & Theatre Communication Equipment Room (CER) to reserve.
  - Student organization's COVID guidelines and protocols will be overseen and approved directly by the department.
  - 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.
- 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. Campus Recreation will begin using IM Leagues for space reservations at a later date.
- Student organizations should still submit all events (in person and virtual) through Get Involved. In addition, Gail Fellows of Millersville University Environmental Health & Safety will also review the in-person events. Gail's approval is needed before we will approve your in-person event through Get Involved.

### Updated on 9.2.20

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 Fall 2020 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 or 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.

Suspended Events/Activities for Fall 2020:

- 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 Fall 2020, 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**.

Tabling:

Tabling opportunities will be very limited during the Fall 2020 semester. Student Organizations are encouraged to create various virtual promotional information.

- Tabling inside any building, even in the case of inclement weather has been suspended.
- Student Org Tabling is 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 one host/member and one guest at the table at a time (6-8 feet apart).
- Table host and guests are required to wear face coverings at all times.

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**

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.**

**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, 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 & Performing Arts (VPAC) & Tell School of Music

1. Music-related student organization only
  2. Meetings will need to be held virtually via zoom
  3. Reserve space through event submission process (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. Campus Recreation will begin using IM Leagues for space reservations at a later date.

- 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. Others spaces in SMC Recreational Area (as determined by Campus Recreation)

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

Student organizations should still submit all events (in person and virtual) through Get Involved. In addition, Gail Fellows of Millersville University Environmental Health & Safety will also review the in-person events. Gail's approval is needed before we will approve your in-person event through Get Involved.

**B. Indoor-Events Capacity/Occupancy:** In-person events indoor 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 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 GetInvolved 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.

### **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 Fall 2020.

- 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.

**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 fall 2020 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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