AY 20-21 COVID-19 Student Organization Operating Procedures, Towson University

The following operating procedures for events are part of the Tigers Care initiative which aims to safely engage students and student organizations in activities and events upon a physical return to campus. It is important to note that these operating procedures may be modified as the COVID-19 situation and corresponding CDC, federal, state, University System of Maryland, and local guidance continues to evolve. Please visit the Coronavirus Information page for developing information.

MEETINGS, EVENTS AND OTHER GATHERINGS
All campus events are to be held in accordance with all university, state and health department guidance for gatherings, potential physical distancing, projected COVID capacities/density plan, and the TU Temporary COVID-19 Masking Protocols. Hours of occupancy for facilities and spaces may be modified or staggered to limit group sizes and ensure proper physical distancing. Even when State and County guidance allows for large events or gatherings, great care must be taken to limit and prevent the community transmission of COVID-19. With a focus on reducing the density of the campus population for fall semester, events and gatherings must be limited according to our projected COVID capacities/density plan. Please visit the Student Government Association website for more information for student organizations.

Due to the reduced density projection of classrooms and internal programmatic space, all student organization meetings are required to be held virtually (Zoom, WebEx, etc.). For larger organizations exceptions will be made for the executive boards to meet in rooms projecting their meetings to full general body (SGA, BSU, CSA, CAB, Greek Organizations, etc.). In such cases, the student organization must adhere to the projected COVID capacities/density plan.

For events and other gatherings such as retreats and trainings, event organizers will be asked to prioritize alternatives for all student organizations and move in-person events or other gatherings virtually when possible, rather than holding them in-person. Those who believe an in-person event and other gatherings, such as retreats and trainings, are essential must adhere to the following guidelines.

- In-person events and gatherings may be permitted if in compliance with County and State guidance and with approval of the appropriate staff designee in facilities or Events & Conference Services (ECS).
  - Each event shall be evaluated and approved on a case-by-case basis by Events & Conference Services at Towson University and by staff at TUNE.
  - The Involved@TU Event Check in Process, which is discussed in detail later in this document, will be required for all events to support contact tracing should a sick person be in attendance.
- Student organizations that conduct events and other gatherings in any on campus buildings are expected to request space via 25Live and get approval in advance, as well as to comply with all standards required to maintain public health.
- In the event that support staff is not present in these buildings, event organizers are asked to maintain standards to insure the health and well-being of the students.

- All indoor meetings and physical gatherings are limited in quantity of people for Baltimore County and must have accommodations for appropriate physical distancing.
  - Please see the Baltimore County COVID-19 Coronavirus Updates and Guidance website for more information.
  - Consult with your event manager in Events & Conference Services regarding the capacity for your space, as well as capacity within the guidelines for the State, County, and University.

- No large student organization events or gatherings will be held until Baltimore County and University guidelines allow. Implementation shall be based on projected COVID capacities/density plan as may be determined by the State, County, and University.
  - Large campus events and gatherings will be defined and dictated by State and County guidance in compliance with the CDC. Speak to your event manager at the time of planning your event for updates regarding these regulations.

- Authorized use of outdoor venues for events or gatherings is strongly encouraged and must provide enough space to promote physical distancing.
  - Please see the TU Outdoor Events Guidelines for additional information and details and talk to your event manager in ECS for updated guidelines.

- University sponsored off campus events are required to comply with these guidelines.
- Event organizers must adhere to all policies and procedures of Facilities and their staff.
- Events are only open to students, faculty, and staff. No outside guests are permitted to attend at events to minimize exposure of the general public to our community and vice versa.
  - This does not include people with TU IDs like coaches, etc.
- Outside speakers and performers for student organizations are not allowed in physical spaces on campus for events to minimize exposure of the speakers/performers to our community and vice versa.
  - We encourage continued learning through professional speakers and performers. If a student organization wants to invite a speaker, contractual obligations must be made for the speaker to be joined virtually. Please visit the Events & Conferences Facility Reservations page in regards to the contract process.

- Event organizers will communicate the expectations of the TU community and adherence to hygiene protocols to all attendees which includes advising all attendees to stay home if they do not feel well. Organizers are responsible for enforcement of all policies and expectations with attendees.
  - Student, faculty, and staff are required to check in daily via the Tiger Cares Quick Scan symptom monitor via email. See this website here for more information.

- Organizers must provide attendees with reminders of personal hygiene practices to help them stay healthy and limit the potential for community transmission; this includes, but is not limited to, visible Tigers Care signage throughout the venue.
• Student Organization Tabling
  o Due to social distancing guidelines the number of tabling locations available on campus will be reduced.
  o They will be available through the tabling request process via 25Live and are reserved on a first come first serve basis.
  o A single person tabling will be permitted but no food will be allowed to be sold during tabling unless it has been purchased through Black and Gold Catering.
    ▪ This is to ensure proper sanitation guidelines have been followed.

• Campus Life and Student Activities Staff will:
  o Provide support to conduct organizational business online, leveraging technology.
  o Develop and execute training for registered student organization members to provide them information about risk management, expectations for maintaining public health, and ways to enlarge impact using new technologies.
    ▪ Students will be ineligible to host events until the training is completed.
  o Work to develop training, checklists, and other tools to be used in planning meetings and events.
    ▪ This material will detail what is required for event approval and will be provided to all colleagues in academic and student affairs units that advise student groups.
    ▪ Advising for groups will take place both in-person and virtually.
  o Educate stakeholders, patrons, and other students, faculty, and staff by modeling ideal behavior and program planning that provides for the public health of all attendees.
    ▪ This will include requiring masks via the TU Temporary COVID-19 Masking Protocols and following physical distancing policies and procedures.

Sport Clubs
• Clubs will not be allowed to compete, travel for competition or community service or hold home events and socials.
• Clubs will be required to hold all meetings virtually.
• Comprehensive education/training required for club leadership & membership, including:
  • Physical distancing requirements
  • Mask requirements and use in sports and fitness applications
  • Equipment sanitation
  • Hygiene expectations
• Club Practices may not begin until Phase 2 of the Campus Recreation Plan (no sooner than 10/5). Proposed Mitigations for practices (subject to change based on Phase 1) are below. During Phase 1, clubs will be required to complete a form which will outline their plan for returning to practices under the new guidance.
  • Members must practice physical distancing and wear a mask. This applies to off campus practices as well.
- Some clubs will have club-specific equipment expectations. Examples include, but are not limited to:
  - Boxing: Gloves may not be shared. Must assign gloves or each bring own.
  - Goalball: May not share protective equipment and eyeshades. Must assign to each player.
  - Ice Hockey: Plastic face shield on helmet may take place of mask.
- Adhere to practice size limitations per the current state, local and University guidelines.
- Clubs will be required to purchase sanitation wipes and hand sanitizer.
  - Shared equipment must be cleaned using wipes before, during and after practices.
  - Hand sanitizer must be available for all club members for use before, during and after practice.
- Clubs will be required to gradually increase the intensity of practice over the first 3 weeks of practices.
- Club rosters are locked after the first 2 weeks of practice. Thereafter, no additions may be made to any roster.
- Clubs shall not share drinking containers or apparel.
- Club members shall notify the Campus Recreation Athletic Trainer of COVID-19 diagnosis and provide notice of clearance before returning to club activities (in addition to campus reporting protocols and campus procedures).
- Club members shall take and keep record of attendance at each in-person club practice using the Student Activities App or Fusion Go.
- Off-Campus Practices
  - May only occur at approved facilities.
  - Must travel following campus travel policies which include the wearing of a mask and no more than one person per row in vehicles.
  - Documented increased off-site facility cleaning practices & protocols.

Fraternity & Sorority Life

- Information on council recruitment and intake protocols in regards to COVID-19 can be found here.
  - The updated social event requirements for fraternities and sororities will be available on the site above.

Physical Distancing and Hygiene

- In-person gatherings must be held in a location with enough space to keep attendees at least 6 feet apart, or farther for strenuous activities, and in accordance with projected COVID capacities/density plan.
• Participants must adhere to hygiene protocols, which include wearing a mask, physical distancing, hygienic practices, isolating when ill, and disinfecting regularly. Please visit Tiger Cares website for detailed information.
• Facilities will determine specific space occupancy, adhering to a general criterion of 72 square feet per person plus at least 6 feet of distance or more between attendees.
  o This will include requiring masks via the TU Temporary COVID-19 Masking Protocols and following physical distancing policies and procedures.
• Please visit the Coronavirus Information page for developing information.

Crowd Management
• It is the responsibility of event organizers to monitor attendance at the event to ensure the number of attendees does not exceed permitted maximum occupancy. In some campus locations, venue management staff will be required to be present.
• Events are not open to the general public.
  o Once events do become open to the general public again, events must be ticketed with the University Ticketing office for events in West Village Commons or the University Union, and the TU Arts Box Office for events in COFAC spaces.
• Event organizers must designate egress points specifically as entry and exit, if not already done by the facility manager.
• Event organizers must have a plan to assist an attendee that becomes incapacitated during an event. The size of the group may require medical personnel to be onsite.

Staffing
• There must be at least one (1) person from the student organization or department at each access point to the event, ingress and egress, to control flow of participants and ensure adherence to safety protocols. In some campus locations, venue management staff will be required to be present.
  o Based on the above information regarding ingress and egress points, event organizers must count active attendance at events in order to abide by the projected COVID capacities/density plans.
• All event staff must be wearing face masks via the TU Temporary COVID-19 Masking Protocols and following physical distancing policies and procedures.
• Event organizers are responsible for purchasing and providing appropriate personal protective equipment (PPE) for all staff and/or volunteers working the event, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants.
• Event organizers must be prepared for staffing absences. This may require scheduling additional staff.

Additional Event Information and Other Considerations
• Community Service & Student Travel
  o Student Travel is highly discouraged, and a travel form is required if travel is deemed necessary.
    ▪ If travel is deemed necessary, travel must be in the state of Maryland or DC only.
Vehicle and bus requirements:

- Masks required.
- Bus: Utilized every other seat, 50% capacity.
- Vehicle: One person per row of seats.

Community Service

- No off-campus group-based community service.
- Encourage remote community service options such as letter writing, care packages, and food drives.

Student organization fundraisers distributing food are not permitted (e.g. bake sales, selling franchise food items).

For all campus events and meetings, if food service is necessary, it will be limited to reduce risk to public health. Food must be secured from Black & Gold Catering adhering to their policies and procedures.

- Food waivers must have approval for external food.
- No buffets allowed.
- Individually packaged meals only.

Not everyone in an intended audience may feel safe participating in gatherings. These individuals include those who are immunocompromised or caregivers to individuals who are immunocompromised. Consider offering the event virtually or an alternative for such prospective audience members.

If there are prepaid sales for the event (e.g. advanced ticketing), event organizers are required to develop a clear refund policy and ensure that it is understood when payment is made.

The Center for Disease Control (CDC) provides guidance for events and gatherings. This information can be found [here](#).

Event Registration, Involved@TU Event Check in Process, and Education and Training

To conduct in-person events, event organizers must follow certain steps and protocols. Those who believe an in-person event is essential must adhere to the following guidelines.

- Reservations are required for all events.
- Events & Conference Services will review and approve all events.
- Space must be reserved via 25Live and organizers must receive an approval before moving forward with advertising for their event.
  - Large scale events in accordance with State, County, and University regulations, will require approval by the Vice President of Student Affairs, the AVP of Campus Life, and the Director of Events & Conference Services.
- Event approval for student events in West Village Commons, the University Union, or outdoors spaces will include a meeting with the Event Manager prior to planning or advertising the event.
  - Students must read the event guidelines and complete any other items as needed prior in order to prepare for their events.
- Student organizations are required to add their event (on and off campus) in their Involved@TU portal and use the event check in app at their events to track
attendance. The event check in app information will be given to student organization leaders at the Fall Student Organization Summit, Sports Club Officer training, and Fraternity & Sorority Life Leadership Academy.

- The event organizer will be required to complete the Involved@TU Event Check-In App training prior to their event.
- Student organizations are required to add the RSVP function to their event based on the space capacity.
- All students are required to download the CORQ app from the Google Play store or Apple Store. CORQ is linked to Involved@TU which will provide a personalized QR code which will be required for entry to in-person campus events.
- Involved@TU check-in is not required if an exception has been made for larger student organizations whose executive boards are meeting in-person to project their meetings to their full general body.
- There will be at least one (1) student organization member assigned to oversee the event check in process at in-person events.
- Please visit this Campus Labs link for information on the Event Check In App.

- Students and/or student organizations who fail to provide a healthy atmosphere for their events and meetings, may be violating the Student Code of Conduct.
  - Accountability for students and student organizations, not to apply punitive standards within education or advising. The health and well-being of our community is a priority and therefore, event sponsors will be held to a high standard.

**FACILITY STANDARD PROCEDURES**

- When scheduling events, organizers need to be aware of other events taking place in the same facility.
- Event set up done with Events & Conference Services or COFAC must stay as is and are not to be rearranged by event organizers. The areas will be laid out to allow physical distancing required for their health and well-being.
- All attendees are required to wear a mask per the TU Temporary COVID-19 Masking Protocols and follow physical distancing policies and procedures.
- Respect the entry portals, directions, and physical distancing queues.
  - Entry portals will allow event organizers from student organizations to manage access-counts and event scans.
- Wash hands properly and frequently in lieu of using gloves.
- Signage will clearly detail expectations related to public health, physical distancing, line management, and room capacity.
  - Use of elevators will require physical distancing. Differently abled individuals and individuals with unseen medical or psychology needs are given priority in elevator use.
  - Traffic flow will be managed to best reduce risk during events.
- Students should avoid sharing objects when possible.
o As it may not be feasible to avoid touching anything someone else has touched, frequent hand hygiene and avoiding touching your face, nose, mouth or eyes will help to avoid transmission.

- Outside of modeling best practices, staff where applicable in reserved facilities will be trained to support visitors with expectations and instructions on how to meet public health standards.
- All lounges, meeting rooms, and dining spaces will be furnished to allow for appropriate physical distancing.
  o All furnishings will be cleaned regularly to standards to support public health with appropriate disinfectants and protocols.
- Event staff and attendees must follow all Masking Guidelines.