

Student Involvement, Leadership, & Involvement Student Organization Programming Guidelines

Last updated: 10/12/2020

Overview

Active engagement in student-led clubs and organizations is an integral part of an Emory undergraduate education. During the pandemic, in order to help keep students healthy, student organization sponsored meetings, gatherings and programs will follow the overall university policies for health, safety, and well-being. As it may be necessary for some gatherings to take place in person, these should be approached from a perspective of harm reduction. These guidelines provide details in order to support students, faculty, and staff in planning for the fall semester. **It is important to recognize the following as guidelines which could change in accordance with guidance from public health experts. All organizations must connect with chartering entity and school/college for additional policies and/or guidance.**

A common goal of our student organizations is to foster community, build belonging, and provide engagement within the Emory community. To achieve this goal, it is necessary that groups plan with care and intentionality. As we navigate challenges as a community, we should utilize gatherings as another opportunity to **take care of each other**. Gatherings/events/programs which build a sense of community, belonging, and connection will be the priority moving forward with on-campus in-person programming. It is imperative to ensure our community maintain the highest level of health and safety standards as Emory University moves into the next phase.

SECTION A

Adherence to In-Person Event and Gathering Policy

- Event and [Gathering Policy](#) produced by Emory University.
- Policies set forth by specific university offices, academic departments, and university colleges supersede the components of the in-person gathering policy.
- In-person faculty or student colloquia and guest speakers remain prohibited through Fall 2020.
- Off-campus Emory-sponsored events and gatherings are also prohibited through Fall 2020.

Chartered Student Organization Requirements

- Chartered organizations will need to complete re-registration on OrgSync and officer compliance training prior to planning both in-person or virtual gatherings/events/programs.
- Host and co-hosts of any in-person gathering/event/program need to be chartered through a council or division.
- All councils and divisions are prohibited from chartering new organizations for the 2020 fall semester.

Event/Program Format

- In-person gatherings/events/programs will require the physical presence of a faculty/staff advisor for the duration of the event.
- Due to limitations of available spaces, both inside and outside, of campus buildings ALL general body and executive board meetings need to be conducted virtually.
- When possible, gatherings/events/programs should take place virtually. (Please be sure to think about students who are in other times especially those located internationally.)
- In-person gatherings/events/programs should consider a hybrid option, where participants can also join virtually.
- In-person gatherings need to be approved through registering through OrgSync. Registration must be completed no later than 5 business days prior to the start of the event.
- RSVP through OrgSync is required as well as using Corq to check-in attendees to track attendance.
- Off-campus university events are not permitted through the 2020 fall semester.

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Capacities & Duration

- Gatherings/events/programs cannot exceed **10** people total (this includes student leaders from the host organization and faculty/staff advisor(s)).
- Indoor - cannot exceed 90 minutes.
- Outdoor - cannot exceed 120 minutes.
- Events can only happen in one place at one time per day.
- Organizations are only able to host one event per day.
- Indoor space capacities should allow for 48 square foot per person and include a physical distancing standard of a minimum of 6 feet between attendees. Please refer to the required attendance caps of the on-campus facility. For performance-based organizations, please refer to [Emory's Environment Health and Safety Office COVID-19 guidance](#).
- Events can repeat themselves for both indoor or outdoor events as long as there are the following:
 - The entirety of event does not exceed the time limits.
 - There must be 25 minutes between the repeated program with no one in the space aside the host organization representative.
 - All surface areas need to be disinfected in the program space between repeated sections of a program.

Event Spaces

- Please connect with facility planners for on-campus protocol. For example, the Student Center Operations and Events office [COVID-19 policy](#).
- When possible and available, groups should consider outdoor spaces for gathering.
- Groups are required to reserve spaces for both formal and informal gatherings, to prevent overlap of events and ensure appropriate cleaning protocols between reservations as dictated by facility owners.
- Attendees are required to follow posted signs and placards in individual spaces, including restrictions on room layouts and furniture movement.

Safety Protocols

- All faculty, staff, and students must have allowance onto campus by completing the designated on-boarding process set forth by the university.
- Both formal and informal gatherings/events/programs must follow all university policies for safety, health and well-being.
- Attendees must have and wear a face covering for the entirety of the gathering/event/ program. Including entering and exiting designated gathering/event/program space. (Organizations may need to provide coverings or have a plan in place to excuse attendees if a face-coverings is not available.)
- Physical distancing with at least 6 feet (preferably more) between attendees at all times. If movement is required during an event, this must be considered in attendee spacing. This logic must be inclusive of entrance and exit plans of the gathering/event/programming space.
- Locations for handwashing or hand sanitizing must be provided in order to enter space.
- Event planners should plan for adequate timing and layout to accommodate safe queuing, check-in, and exiting.

Catering

- Food and drink are not permitted for any indoor gatherings/events/programs.
- Groups should limit food service and no shared food or drink are allowed at any time.

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- Catering for events/gatherings/programs should be individually packaged and provided through Bon Appetit to follow the Emory Dining protocols for safe food service. Individually packaged, factory sealed food items are also permitted.
- No alcohol will be served at any events/gatherings/programs.
- See the [Emory Dining Policy](#) for further details.

Travel & Transportation

- Student organization travel is not permitted at this time.

SECTION B

Types of In-Person Gatherings/Events/Programs Permitted (programs below will need to continue to comply with guidelines listed in Section A)

- √ **Grab and Go Events** – these events can be defined as hosting a table or central meeting location and having participants come to pick up an item, kit, and/or food to be enjoyed at a different location of participants choosing. (i.e. – pick up a crochet kit and take back to res hall room)
 - **Host organization will need to:**
 - create appointment times in advance for participants to pick up items to prevent clustering.
 - assist with space surrounding pick-up location to avoid clustering.
 - ensure no more than ten total people at any given time surrounding the hosted space.
 - adhere to time limitations set for in gathering policy.
 - use Corq for attendance tracking.
- √ **Tabling** – please work with event coordinators in the Student Center Operations and Events office for assistance and apply safety measures.
- √ **Passive Music Experiences** – DJ/Music Performance on McDonough Stage or other reservable outdoor spaces for people to listen to while walking past.
- √ **Dialogues**
- √ **Lawn Games**
- √ **Walks**

Types of In-Person Gatherings/Events/Programs NOT Permitted

- × **Food Trucks**
- × **Runs/5K/10K/etc.**
- × **Fundraisers/Bake Sales**
- × **Dance Parties**
- × **Inflatables/Obstacle Courses/Foam Parties/etc.**
- × **Colloquia**
- × **Speakers**

Types of Organizations Requiring Additional Guidance

In addition to the guidelines listed for charter student organizations, these category of student organizations will need to connect with affiliated offices and departments.

Club Sports, Intramurals and Athletics

- No activity at this time.

Recreation and Wellness (Atlanta Campus) or the Center for Healthful Living (Oxford Campus).

- All gathering/events/programs must maintain a lower exertion rate format. Please refer to [Emory's Environment Health and Safety Office COVID-19 guidance](#).

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Performance-Based Organizations

- All gathering/events/programs must maintain a low exertion platform. Please refer to [Emory's Environment Health and Safety Office COVID-19 guidance](#).

Volunteer/Community Service/Community Engagement Based Gathering/Events/Programs

- All service-based gatherings/events/programs involving other humans must be virtual.
- All other experiences should inquire with the Center for Civic and Community Engagement.

Resources

University staff will serve as a valuable resource in helping students brainstorm, innovate, and plan events in these unprecedented times. On the Atlanta Campus, the office of Student Involvement, Leadership, and Transitions, as well as divisional councils, and student organization advisors will be available to students.