Student Programming Expectations During COVID-19
Fall 2020

Overview
This document provides programmers guidelines and expectations for student events during Fall 2020. Virtual programs are strongly encouraged for the health and safety of our community. All student organization programs and in-person meetings must be registered through Spartan Connect and final approval will be given by the Campus Activities and Programs office. This document will be updated as new guidance from the UNC System and state officials is provided.

Student Organization Training
Student organization leaders are required to attend a virtual training before hosting events during the 2020-2021 Academic Year. The training provides detailed information about programming expectations including social distancing guidelines, space utilization, event registration, catering guidelines, community service protocols, and staff support.

Meetings, In- Person Events, and the Approval Process
All organizational activities should be conducted virtually when possible. Requests for in-person activities will be approved on a limited basis and will require the ability of the organizers to follow approved guidelines and safety and health precautions.

Event Submission
Spartan Connect must be used to register all virtual and in-person student organization events and in-person meetings. Through Spartan Connect events and meetings can be
registered, attendance/RSVP lists can be maintained, and approval from advisors and CAP staff can be obtained.

**Event Approval**
The majority of campus events will be held virtually. In-person events and meetings must be approved by the student organization Advisor and the Office of Campus Activities & Programs. All programs must be submitted in Spartan Connect. For those events that receive special permission to be held in person, organizers will be responsible for ensuring the event does not exceed allowable size and follows the safety protocols. Virtual platforms should be the first consideration when planning meetings.

**EUC and Academic Spaces**
Virtual programs and meetings are strongly encouraged.
- A limited number of events will be permitted in the EUC during Fall 2020 due to UNCG’s adherence to health and safety guidelines.
- Meeting spaces in the EUC have been altered to adhere to social distancing and community health standards. Spaces will be placed in a pre-set configuration.
- Thirty minute gaps are pre-set into the reservation system to allow for cleaning between meetings.

**Event Capacity & Sizes**
In person event size guidelines are determined by room capacities informed by additional guidance regarding public gatherings. Face coverings are required at all in-person programs. The expectations as we start the semester are:
- **In-person indoor programs and meetings must not exceed 10 attendees.**
- **Maximum attendance for outdoor programs is 25 attendees.**

**EUC Commons**
To remain in compliance with social distancing guidelines, student groups, departments, and vendors will not be permitted to conduct business in this space. Student groups will not be able to have information tables in this space.

**Academic Spaces**
Academic spaces are available for reservations, but any in-person event must first be approved. Updated capacities for academic space capacities can be found [here](https://example.com).

**School of Music**
Student groups will not be able to reserve space in the School of Music during the fall
semester. A decision will be made at a later date if reservations in this space will be available.

**Alumni House**
The Alumni House building will be closed for all events until further notice. Any existing reservations will be cancelled and the contact person for the reservation will be notified.

**Large Events**
Events that exceed 50 participants are considered “large events.” Student organizations are not permitted to sponsor large events. Any departments that wish to sponsor large events must receive approval from their senior leadership. Departments will be encouraged to hold the majority of their events virtually.

**Outdoor Spaces**
Outdoor events will be approved on a limited basis pending appropriate plans and procedures have been put in place to ensure a contactless event by participants. Live streamed and large screen video projection should be considered. Outdoor tabling and/or information tables will not be permitted.

Reservable Outdoor Spaces include:
Kaplan Commons
Kaplan Commons - Southwest Lawn
Fountain
Foust Park
Gate City Plaza
Library Lawn
Minerva Statue
Stone Lawn
Taylor Garden

**Additional Guidelines for In-Person Events**

**Attendance and RSVP**
- Students are required to track attendees for in-person events. Spartan Connect allows participants to create a RSVP list and must be used during the planning process. RSVPs must not exceed the capacity of the reserved space.
- A waiting list can be created for an event, however, students on the waitlist are not permitted to attend the event unless called by the organizers to attend.
● Students on the RSVP list must (swipe in) once they attend the event. Student IDs must be held by the owner of the ID while swiping into the event.
● As events progress, students leaving events cannot be replaced with other students.

Guests
Participants at on-campus events must be current UNCG students, faculty, or staff. Non-UNCG guests may not be permitted to RSVP or attend programs and will be asked to leave the event.

Food at Programs
Student groups and departments will only be able to serve prepackaged, individual servings of food or food will need to be served by a member of the UNCG dining/catering staff. Self-serve buffets will not be allowed. Student organizations and departments that desire to provide off-campus food must submit a plan detailing the vendor, delivery information, and dispersal of food. Off-campus food cannot be served and must be grab and go. These requests will be approved on a case-by-case basis.

Be mindful that, because face coverings cannot be worn while eating, additional caution should be used if serving food during gatherings. Participants should be reminded that distancing from others is the only way to protect themselves and others when face coverings are not being worn. If possible, moving outside while eating is advised. And, remind everyone to put their face coverings back on immediately after they finish eating.

Giveaways
Student groups are encouraged to not give items away at in-person programs. If the giveaways are necessary for the program, there will need to be a proposed plan for a setup that minimizes contact between participants and hygiene protocol. This must also be included in the Spartan Connect event request when submitted for approval. Departments providing student giveaways must present a proposed plan to their senior leadership for approval.

Vendors and Campus Speakers
Virtual options should be the primary consideration and method of delivery for campus speakers and vendors. If virtual programming is not an option, student groups must include vendor information in their event request on Spartan Connect. Departments must have vendors approved by their senior leadership. Vendor contracts must include
a plan outlining the intent to follow all University social distancing and hygiene
guidelines before being approved to come on campus.

**Student Travel**
Student organization related travel will not be financially sponsored or approved for
students in Fall 2020 and until further notice.

**Community Service**
Students are encouraged to work with the Office of Leadership and Civic Engagement
(OLCE) prior to participating in community service projects. OLCE has a list of
community organizations open to partnering with UNCG during Fall 2020 and
information about their health and safety expectations.

**Programs in the Residence Hall**
Programs, building wide and on individual floors will occur with a hybrid of virtual and
in-person options. In-person programs will have pre-sign ups with limited capacity and
be modified to accommodate social distancing. Any food for these programs will be
pre-packaged and provided for individual pick-up. Staff will conduct weekly
CONNECTIONS with residential students hybrid style both in-person and virtually.

**Staff Support**
In order to adhere to social distancing guidelines within offices, staff members will have
a rotating schedule of staff working in the office and others working remotely. The best
way to connect with staff is via their UNCG email address or the department email
address. If you need to meet with a staff member in-person, they will be able to schedule
that time with you via email. Staff members will continue to be fully accessible to advise
and support students.

**Risk Management**
The safety of our community is our top priority. COVID-19 is a communicable disease
and we must work together to reduce the spread. Please use the following protocols
when on-campus and when sponsoring campus events.

**MAINTAIN PERSONAL HYGIENE:**
- All students and employees must cover coughs and sneezes with a tissue or use
  the inside of your elbow and avoid touching your face and eyes with your hands.
- Wash your hands often for at least 20 seconds with warm water and soap.
At minimum, wash hands after using the restroom, before and after eating, after blowing nose, coughing, or sneezing.

Follow proper hand-washing techniques – here is an example: https://www.youtube.com/watch?v=XnJ1wvlIcbs

If soap and water are not immediately available, use an alcohol-based hand sanitizer containing at least ≥ 60% alcohol.

Stay home and do not attend programs or meetings when you are sick.

**MAINTAIN SOCIAL DISTANCING:**
- Avoid close contact (maintain distancing of at least 6 feet) with other individuals, handshaking, or gatherings of more than ten people.
- Utilize teleconferencing such as Zoom, GoToMeeting, Google Hangout Meet, etc., if unable to space people at least 6 feet or more apart for in-person meetings.
- Entry and exit points for events should be clearly defined when possible.
- Avoid sharing supplies, phones, tables, and other objects in the program or meeting space.
- Use only your knuckle or elbow to touch light switches, elevator buttons, etc.

**WEAR FACE COVERINGS:**
- Every student, faculty, and staff member must wear a face covering that covers their nose and mouth while indoors on campus – including in classrooms, libraries, auditoriums, and meeting spaces. Face coverings are also required outdoors in situations where appropriate social distancing cannot be maintained.
- Homemade face coverings may be used as long as they cover the nose and mouth and meet the guidance outlined by the CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-facecoverings.html
- Students and employees are required to wear face coverings while on campus when interacting with or near others such as in hallways, stairwells, elevators, restrooms, kitchens, and when sharing a vehicle and/or riding a Spartan Chariot.
- Everyone on campus should carry a face covering while on campus even if not actively wearing it so they are prepared should their situation change.
- Be sure to follow proper donning (putting on) and doffing (taking off) of face coverings as demonstrated in this video: https://youtu.be/o_k7VBV3czw
- Proper use and care guidance of face coverings can be found here: UNCG Face Covering Guidance: https://go.uncg.edu/facecoverings

For additional guidance on COVID-19, please visit the following:
UNCG Guidebook [Workplace Safety During COVID-19](#)
Centers for Disease Control: How COVID-19 spreads.