

COVID-19 Guidelines for Student Organization Planning Spring 2021

On Campus Activities: Student groups are encouraged to host meetings and events virtually. In-person activities will be limited to no more than 15 individuals*. Any indoor events proposing to host more than 15 people requires approval by the Vice President for Student Life & Enrollment. Generally, in-person activities involving more than 15 people indoors that are not related to academic coursework are discouraged and or require a safety plan.

Reserving campus facilities: Spaces are available for reservation for events involving fewer than 15 people indoors and fewer than 50 people outdoors throughout campus using the online reservation system 25Live <https://25live.collegenet.com/pro/etsu#!/home/dash>. Many of the new meeting rooms in the D.P. Culp Student Center have cameras and computers for Zoom or other virtual meeting platforms to be employed. When meeting in-person on campus (inside or outside), everyone in attendance will be expected to observe social distancing guidelines, maintaining 6 feet of distance between participants and wearing face coverings at all times. The campus face covering policy can be found here. <https://www.etsu.edu/coronavirus/health-and-safety/face-coverings.php>.

Travel: Both foreign and domestic travel is suspended for the University at this time. As a result, student groups may not use University funds to participate in travel activities.

Off Campus Activities: We ask that student groups observe the on-campus safety guidelines. The University will not provide financial support or assistance with promoting any activities off-campus that are not in alignment with the social distancing, mask and participation limits policies. This applies to all off-campus activities including, but not limited to service opportunities, sporting activities, worship services, etc.

Food at Activities: Events involving food are discouraged. Common sources or self-serve food and drinks (catered or not) will not be permitted for gatherings. Food should be individually packaged and should not be placed in close proximity to the flow of pedestrian traffic and should be kept behind tables for table representative(s) (wearing gloves) to hand out individually.

Your Organization Policies: Groups are encouraged to look at their current constitution/bylaws to ensure that language allows for quorum to be met virtually and/or voting to take place via email or online platform.

Recruitment of New Members: Tabling will be permitted on a first-come, first-serve basis the Culp Student Center as well. Reservations for that can be made through 25Live and safety protocols must be followed while tabling in the Culp (see guidelines for tabling on page 2). Other ways of recruiting members for your organizations include reaching out to people in your class, utilizing Buc-Hub <https://etsu.campuslabs.com/engage/organizations>, and reaching out to Student Activities and Organizations to see advertising options <https://www.etsu.edu/students/sao/policiesforms.php>.

COVID-19 Guidelines for Student Organization Planning SPRING 2021

Guidelines for Tabling in the Culp Student Center

Personal Protective Measures:

- Individuals should not staff the table if they: (1.) Have been experiencing COVID-19 symptoms (fever, cough, difficulty breathing, sore throat, nausea, diarrhea, etc.), (2.) Have been exposed to someone showing the symptoms or testing positively for COVID-19 or (3.) Have tested positively for COVID-19 within the last 2 weeks (regardless of symptoms).
- Table participants are expected to wear face masks covering the mouth and nose at all events.
- Table participants must adhere to social distancing, maintaining 6 feet of distance from others.
- Table participants are encouraged to use hand sanitizer where available at the event, and wash hands before and after attendance at the event.

Vendors/Showcasing Groups:

- Table vendors or those showcasing must wear sanitary disposable gloves and be the only individuals to touch items such as merchandise, publications or giveaways for distribution.
- In the case of vending or fundraising—touchless payment options should be employed as much as possible, and direct hand-to-hand contact when exchanging payment should be avoided.
- Vendors/those showcasing are encouraged to clean and disinfect frequently touched surfaces or shared objects between uses and as often as possible.
- Games/activities that employ shared equipment (inflatables, helmets, etc.) are discouraged.

Food and Giveaways:

- Food such as candy, must be individually packaged and should not be placed in close proximity to the flow of pedestrian traffic.
- Self-serve giveaways (including food items) are prohibited. All items for distribution should be kept behind tables for table representative(s) (wearing gloves) to hand out individually.
- Vendors or those showcasing are encouraged to stand behind table displays in order to achieve social distancing from event participants. Sneeze guards or plexiglass barriers may also be used, but are not required.

* A limited number of spaces in the DP Culp Student Center have been set up for socially distanced events involving more than 15 people. See www.etsu.edu/studentcenter for details.

[Statement from the Dean of Students dated August 20, 2020:](#)

Students and student organizations who choose to disregard these expectations can expect a swift response. Groups found in violation of the guidelines have the potential to lose current and future support of activities and events. In addition to that, the Dean of Students office is prepared to address issues of non-compliance. The COVID-19 face covering policy and our student code of conduct outline behavior, both on and off campus, that is considered to be in violation of university policy. Sanctions for violations could include university probation, suspension, and/or expulsion.