

COVID-19 Guidelines and Procedures for Student Organizations – Fall 2020

As a result of Auburn University's *A Healthier U – A Safe Return to Campus Plan*, all Student Organization activities and events will be modified for the fall 2020 semester. Event requests will need to follow all university guidelines and will be carefully reviewed on an individual basis. Room capacity and availability will be limited due to physical distancing and sanitization requirements. We are providing guidance and resources to help students and Student Organizations engage and build community and a sense of belonging while still observing the requirements of our community. Listed below are some resources and guidelines that support the student experience while prioritizing the health and safety of students.

Safety Protocols

- **Face coverings must be worn in accordance with the [Auburn University Face Coverings Policy](#).** This requirement is a key component of a safe return to campus and is aligned with [current guidance from the CDC](#). When used along with physical distancing, good health etiquette and surface disinfection, face coverings can help reduce the risk of transmitting COVID-19 to others. Face coverings are not required when alone in a private office or in a residence hall room alone or with a roommate. Individuals should bring their own face covering to campus.
- **The Auburn Healthcheck Survey (GuideSafe) is required to be completed by students each day before coming to campus and attending events.** By responding to a series of questions regarding symptoms, the daily health screening provides a 'pass' for students to move around campus and attend events (i.e., a green screen indicates the student is cleared to move around campus, whereas a red screen indicates the student is not cleared to be on campus). Students who report specific conditions will be instructed to contact the Auburn University Medical Clinic for evaluation and possible testing. Students will not be tested unless recommended by the Medical Clinic.
- Students will be actively encouraged to self-clean following all organization meetings, events, and activities. Cleaning supplies may be provided, as needed.

Events / Meetings / Programs

- **Guidelines for university events through October 10, 2020**
Auburn will adhere to special guidelines for university events through Oct. 10. At this time, Auburn allows events of fewer than 50 people, as well as some larger events, provided the events ensure appropriate physical distancing and other safety protocols.

Following are guidelines for university events:

1. Events with fewer than 50 people should submit the request through regular channels (Campus Events Planning System, AUinvolve, etc.) and include a description of how event planners will ensure appropriate physical distancing in a space that accommodates the group. **Events or gatherings previously approved must also be limited to 50 attendees.**
2. Event coordinators are expected to maintain a list that includes name, telephone number and email address for every attendee, which will be used if there is a need for contact tracing.

3. All event attendees are required to wear masks or face coverings, and all event attendees must answer questions regarding symptoms (the Auburn Healthcheck Survey fulfills this requirement), all of which will occur daily for multi-day events.
4. No campus housing will be provided during multi-day events. Meals may be provided but only under specific requirements. ALL FOOD MUST BE pre-made, sealed and unopened. Meals may be professionally catered, however, they must be pre-made, boxed and sealed upon delivery. NO buffets are allowed during this time. Work through regular channels (Campus Events Planning System, AUinvolve, etc.) for guidance.
5. Event coordinators are responsible for ensuring adherence to all guidelines.

These guidelines are consistent with recommendations from public health officials, including the Centers for Disease Control and the Alabama Department of Public Health.

- **Off-Campus vs On-Campus Event**
 - Any Auburn University affiliated department, unit, or organization must adhere to the university guidelines no matter where the event or gathering is held.
- **Event Registration & Attendance Tracking**
 - Events meeting the criteria outlined in the [University Events Policy](#) should continue to be submitted in accordance with that policy using the Campus Event Planning System. Through October 10, 2020, this includes gatherings that occur **on or off campus** and meets at least one of the following criteria;
 - Requires issuance of a permit by the University or governmental authority (*e.g.*, permit under the Policy on Tent Usage, alcohol permit, *etc.*);
 - Attendees, participants, and/or invitees include individuals who are not university students, faculty, or staff;
 - Involves one or more outside vendors, contractors, or exhibitors (*e.g.*, caterers);
 - Involves Minors as participants or attendees in any capacity;
 - Involves group physical or other high-risk activities (*e.g.*, Run/Walk events and interactive games); or
 - Involves the service and/or consumption of alcohol.
 - Additionally, all in-person organization events, regardless of size and scope, should be registered on AUinvolve at least 2 weeks in advance.
 - Additional questions and sections have been added to the event form on AUinvolve, including:
 - Provide a detailed description of the event. What will happen? Who is the intended audience? What is the purpose of the event? Is the event open or closed to the public? What is the projected attendance?
 - Describe how physical distancing will be designed and enforced at the event.
 - Will the event serve food or beverages? If so, we need a detailed description.
 - An outline of expectations for event attendance tracking and reporting
 - An outline of PPE (masks, gloves, etc.) expectations for attendees and event organizers.

- Events should encourage the use of AUinvolve RSVP features prior to an event to monitor interest and possible attendance at event. It is encouraged to send RSVP'd attendees an email before the event educating them on what to expect at the event.
 - All student events are required to use AUinvolve to accurately track and keep record of all attendees. This will serve as your means for contact tracing for participants if needed following your event. To learn more, go to aub.ie/orgsattendance.
 - Staff and students performing scanning at events must wear masks when scanning attendees. They should not exchange devices without disinfecting between use.
- **General Event Guidelines**
 - Event contracts should allow for cancellation without penalty in the case of virus-related changes.
 - Events should provide virtual access options when possible in order to include those that feel unsafe to attend in-person.
 - Event coordinators should consider providing multiple days for a large attendance event to be separated into a few duplicate, smaller attendance events.
 - Events may have no more than 50 attendees at one time. The attendance count includes event organizers, but not catering staff and other service providers.
 - Events must be held in a large enough space to allow physical distancing of 6 feet for attendees, and physical markings should be used to promote physical distancing and traffic flow.
 - Events must require face coverings to be worn by all attendees in accordance with [Auburn University Face Coverings Policy](#).
 - All attendees should complete and show the Auburn Healthcheck Survey (green screen) or answer health-related questions before being allowed to enter the event space or venue.
 - Event Attendance tracking for university attendees through AUinvolve should be used at all student organization events in case there is a need for contact tracing. Event coordinators are expected to maintain a list that includes name, telephone number, and email address for every attendee, which will be used if there is a need for contact tracing (non-university attendee). So, if you have non-university visitors attend your meeting, a leader needs to maintain a list that includes name, telephone number, and email address for every attendee.
 - Event staff should wear appropriate PPE (masks and gloves) when closely interacting with or distributing items to attendees.
 - Third-party vendors and visitors will be required to answer health related questions and/or submit a health screening form before arriving on campus, and they must follow any university guidelines related to face coverings while on campus.
 - Touchless payment options should be used as much as possible, if available.
 - Events should have easily accessible hand sanitizer.
 - Event staff should be required to notify a university staff member if experiencing any virus-related symptoms before, during, or up to 2 weeks after the event.
 - Events should encourage attendees to bring their own personal protective equipment, but disposable masks should be provided, when possible, for attendees that need it.

- Events should limit the amount of participant engagement in physical activities such as yelling, dancing, etc. which promote the spreading of droplets.
- Events should limit activities and shared items that require physical contact (e.g., ice breaker/team-building activities, shared pens, sign-in sheets, etc.).
- **Events / Meetings in Classrooms and other Academic Spaces**
 - The ability to utilize large classroom or other academic space will be limited due to restricted space/room capacity in order to maintain physical distancing and accommodate face to face class instruction throughout the day.
 - The availability of classroom and other academic space will be limited as a result of cleaning, deep cleaning, and sanitization protocols necessary to facilitate academic meetings and activities.
- **COVID-19 Signage at Events**
 - Events are encouraged to have easily visible [signage](#) promoting COVID-related safety practices.
 - Include messages about behaviors that prevent spread of COVID-19 when communicating with staff, vendors, and attendees (such as on the event website and through event [social media accounts](#)).
 - Consider developing signs and messages in alternative formats (e.g., large print, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing.
 - Event coordinators are responsible for ensuring adherence to all appropriate guidelines.
- **PPE (Personal Protective Equipment)**
 - Event coordinators are responsible for ensuring adherence to all event guidelines. This includes ensuring that all staff and vendors are equipped with the appropriate PPE (gloves, masks, shields, thermometers, sanitizer, etc.).
 - It is recommended that you have limited extra masks on hand to provide to attendees that may not come prepared with an appropriate face covering.
- **Food Service at Events and Meetings**
 - If food is provided at an event or meeting, NO buffet options can be used and food MUST BE pre-made, sealed and unopened. Meals may be professionally catered, however, they must be pre-made, boxed, and sealed upon delivery. Packaged boxes or bags must be used for each attendee.
 - All snack options provided should be grab-and-go and should use disposable, pre-packaged food service items.
 - Beverages should be sealed/bottled and distributed by a gloved server.
 - Meals and beverages should be positioned so that they are not touched by others when distributed.
 - No common source utensils, condiments, paper products, etc. are allowed and should be individually packaged.
 - Food lines should use physical signage/indicators to help attendees maintain proper physical distancing.

- **Guidelines for Large and/or Outdoor Events (On or Off Campus)**
 - Events or gatherings with more than 50 attendees are prohibited.

- **General Meeting Guidelines**
 - Student meetings should be held virtually unless meeting in-person is mission critical or absolutely necessary.
 - In-person meetings are allowed in a space that accommodates the group consistent with physical distancing recommendations from public health officials and university guidelines. Room capacity reductions will restrict the number of members who can be in a space for face to face meetings.
 - In-person meetings should provide a remote participation option for those that feel unsafe to attend. Physical attendance should never be mandatory.
 - Meeting attendance must be tracked through AUinvolve for all who attend face to face.
 - Groups should make sure members and guests know that if they are sick, they should not attend face to face activities, events, or meetings.
 - Traditional, weekly student meetings requiring an in-person meeting should consider adopting a mixture of in-person and virtual meetings. In-person meetings should be held only occasionally, as necessary, rather than weekly.
 - Face Coverings should be worn by all individuals at all times. Organization retreats should be held on Zoom or other virtual platforms.
 - Organization Interviews should be held on Zoom or other virtual platforms.
 - Meetings should involve as few external (non-member) visitors as possible.
 - Meetings should have easily accessible hand sanitizer.
 - Meeting attendees should be encouraged to notify a university staff member if experiencing any virus-related symptoms before, during, or up to 2 weeks after the meeting.
 - Group pictures should not be taken with individuals closer together than 6 feet apart.
 - Meetings should limit activities and shared items that require physical contact (e.g., ice breaker/team-building activities, shared pens, sign-in sheets, etc.).

- **Retreats**
 - Student organizations should host retreats virtually to minimize exposure as retreats are often held with a group of individuals over an extended period.
 - Smaller discussion groups can be created using breakout rooms via Zoom.
 - Build in breaks in to content to minimize “Zoom fatigue.”
 - Ensure there are social components incorporated to break up training and build community.

- **Callouts**
 - Cater Hall Callouts are strongly discouraged. Student organizations should email students they are inviting to join their organization to invite them to a Zoom webinar callout.
 - Students not being selected should be emailed with a list of other opportunities for how to get involved.

- **Service Activities**
 - When participating in service or volunteer activities, we recommend students and student organizations:
 - Search for opportunities through the Service tab on AUinvolve that are approved on <https://auburn.givepulse.com/>
 - Participate in no or low contact service opportunities, avoiding any high contact experiences
 - Virtual/Digital examples include: online tutoring, creating marketing or media content for a nonprofit, online socialization with older adults, etc.
 - Low Contact examples include: working in a community garden, doorstep food distribution programs, trash pick-up, etc.
 - Wear a mask when participating in low contact service opportunities
 - Practice physical distancing, maintaining approximately six feet of distance from others at all times
 - Limit group sizes to no more than 10 people
 - Avoid sharing supplies (gloves, rakes, tote bags, etc.)
 - Follow [Auburn University's Travel Policy](#) when traveling to and from service opportunities
 - Communicate with the nonprofit partner in advance regarding their COVID-19 operations
 - Avoid contact with [populations at higher risk](#) for COVID-19 related illness

- **Fundraising and Dues Collection**
 - Organizations are encouraged to fundraise online rather than exchanging items and/or money in person. Online fundraisers may be submitted as events on AUinvolve.
 - Organizations are encouraged to use cashless payment methods to collect dues, fees, etc. for events and meetings.

- **Concourse Tabling/Organizations Days**
 - Virtual “Involvement Fairs” will be made available through AUinvolve and will replace all Organizations Days typically planned.
 - Student Organizations wishing to table on their own, may continue to reserve tables on the concourse under the following guidelines:
 - Tabling may only occur Monday-Friday from 10:00 AM- 2:00 PM. Tabling outside of that time frame may be accommodated with approval from Student Involvement & Student Center Operations. E-mail involve@auburn.edu to apply for a time exemption.
 - Table hosts are required to wear a face covering.
 - Tables or stations should be 6 to 10 feet apart and occupied by no more than 3 hosts at a time.
 - If your organization is passing out food or beverage items, you may only use individually wrapped, professionally made items.
 - Organizations should have hand sanitizer available to everyone at the table.
 - Organizations should ensure that their table is thoroughly cleaned between uses (volunteer shifts, beginning/end of session)

- No more than 3 individuals per table may be working a table/concourse at any given time, and they should maintain physical distancing at all times. This includes any individual who would be standing in front of the table on the concourse.
 - Students are required to wear a mask and gloves (if passing out information) while tabling on the concourse.
 - Each organization must submit a detailed plan for each tabling event to Student Involvement (Located in the event form on AUinvolve).
 - Organizations should consider alternative methods to mobile scan for attendance tracking- to allow for safe distance to occur (Mobile Check In, Event Attendance URL, etc.)
 - Organizations should limit the number of items passed out and should consider options like AirDrop or QR Links to digitally share materials.
 - Only organizations registered to table will be allowed on the concourse.
 - Student Center Operations will provide tables, set up 8 feet apart from one another to allow for physical distancing. Organizations may not provide their own tables.
 - No more than 10 tables, per day will be permitted on the concourse.
- **Events where Participants Share, Pass, and Touch Objects**
 - Suspended for fall 2020.
 - 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 have the ability to physically distance from other participants.
 - Events that encourage attendees to gather closely together or touch shared objects such as inflatables, carnival rides, and games are suspended for the fall 2020 semester.
- **Events/Meetings in Student Center**
 - Student Organizations need to reach out to the [Reservations office](#) to discuss event/meeting logistics at least 4 weeks prior to their event to determine if the event can happen. Be prepared to discuss:
 - Expected Number of Attendees
 - Room Diagrams
 - Technology Needs
 - The Student Center will have reduced hours for the fall semester as a result of cleaning, deep cleaning, and sanitization protocols necessary to facilitate daily operations and activities.
 - The Student Center will be open Monday-Friday 7:00 AM – 8:00 PM and Saturday-Sunday 8:00 AM – 8:00 PM.
 - Based on office space size and structure, occupancy will be limited in Student Center suites where student organizations and Greek life councils are housed. Office hour requirements may need to be reduced.
 - We expect organizations to work together and provide fair and equitable sharing of office spaces.

TRAVEL GUIDELINES

- **Student Travel**
 - **Student organization travel is highly discouraged.**
 - All domestic air travel and international air travel is suspended until further notice. All other travel requests will be evaluated on a case-by-case basis and **MUST** be pre-approved. Only essential travel will be permitted at the discretion of those on the approval form, and ultimately at the discretion of the Executive Vice President. If travel is non-essential or non-mission-critical, the request will be denied until further notice.
 - Conferences, Service Trips, Competitions or other organized activities outside of the State of Alabama are strongly discouraged.
 - Please review the [University Risk Management Policy on travel](#) before requesting authority to travel.

OFF CAMPUS EVENTS / GREEK LIFE / CLUB SPORTS

- **Off campus events hosted by Student Organizations, Fraternities/Sororities, Student Organizations, and Sport Clubs**
 - Student groups hosting off campus events are required to follow the current university guidelines and be registered with the university through regular channels (AUinvolve or Campus Event Planning System).
 - Events that do meet the parameters of the State of Alabama Safer at Home order and university guidelines should be conducted with the health and safety of members, attendees, and the vendors/staff of the establishment in mind.
 - We ask our students to make good choices and encourage behavior that helps prevent community spread of COVID-19. Face coverings are required, and physical distancing should be encouraged. Hand sanitizer and hand washing stations should be available.
 - Hosting an event at a private residence that brings large numbers of people together who do not live in the same residence is strongly discouraged as this type of event has been shown to be a source of rapid community spread.
- **Organizations with Inter/National Affiliation and Membership, Fraternities/Sororities and all other Inter/Nationally recognized groups**
 - 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.
 - If there is a difference in requirements, organizations are expected to observe the most stringent requirements or guidance received regarding meetings, activities, and events.
- **Student Organization Advisor Guidance**
 - Student organization advisors should encourage the group and members to follow the guidance of the University and the State of Alabama regarding the prevention of spread of COVID-19.
 - Sponsored Student Organizations should follow the guidelines of the Departments that support them as well as Student Involvement guidelines.
 - Encourage student members to be conscientious of the parameters of physical distancing and avoiding high risk activities and environments.

- Make your level of comfort with face to face meetings with the group clear. If you prefer to meet with them through virtual means, that should be an option. Please continue to meet regularly with organization leadership.
- Help students understand the importance of providing the required PPE to keep event attendees and staff safe.
- Help students understand the protocols and risks surrounding serving food and beverages at events and meetings.
- Help students make thoughtful decisions about how to ask members or guests to wear a face covering and comply with the guidelines throughout the duration of the event or meeting.
- Help them think of ways to include members or guests that wish to participate virtually.

HEALTH AND WELLNESS

- **How is “Exposed” or “Close Contact” defined? (CDC)**
 - You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (hugged or kissed them)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you
- **What if I believe I have been exposed to COVID-19 during an event or meeting?**
 - Students who experience symptoms should contact the Auburn University Medical Clinic or their primary care provider for further assessment or to schedule a COVID-19 test. For additional questions or concerns, contact the COVID-19 Resource Center or email ahealthieru@auburn.edu
 - [Stay home and monitor your health;](#)
 - Stay home for 14 days after your last contact with a person who has COVID-19
 - Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
 - If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19
 - The Auburn University Medical Clinic is testing symptomatic and asymptomatic patients. If you are having symptoms, have had known exposure but do not have symptoms, or need a test to return to work or to visit family you can call 334-844-9825 to answer a series of questions and setup an appointment.
 - Their drive-thru testing site is located in the South Quad parking deck next to the clinic. It is quick, easy, and confidential. Best of all, you should get your results the same day.

ENFORCEMENT

- Students and student organizations are expected to comply with the [Auburn University Face Coverings Policy](#) and distancing requirements. Students and student organizations who disregard

the Face Coverings Policy, or other COVID -19 related requirements, may be issued a warning and/or referred to Student Conduct for more severe sanctions.

RESOURCES

[A Healthier U – A Safe Return to Campus Plan](#)

Auburn University's plan for the return of students, faculty, and staff this fall.

[Alabama Safer at Home Order](#)

Order of the State Health Officer suspending certain public gatherings due to risk of infection by COVID-19. Amended July 29, 2020

[Alabama Department of Public Health](#)

View resources from the state's public health department, including COVID-19 surveillance dashboards, state-issued guidance and orders, and answers to frequently asked questions.

[Centers for Disease Control](#)

Learn more about the coronavirus, including steps you can take to protect yourself and those around you.

[Auburn Risk Management and Safety COVID-19 Resources](#)

View protocols for staying well on campus, including guidance on personal safety, cleaning and lab safety, and find other campus and external resources.