



Student Programming Expectations During COVID-19 Updated January 2022

These guidelines will continue to be updated as conditions change

Overview

This document provides programmers guidelines and expectations for student events during the spring 2022 semester. During the month of January, all student group meetings must be held virtually and in-person student group meetings will not be permitted. In-person student group programs will be assessed and may be permitted with limited capacity and some restrictions may be applied depending on the type of event. 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 training before hosting events during the 2021-2022 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. If you were unable to attend the training in August, please reach out to your CAP event consultant if you have questions.

Student Group Meetings and Events

During the month of January, all student group meetings must be held virtually and in-person student group meetings will not be permitted. In-person student group programs will be assessed and may be permitted with limited capacity and some restrictions may be applied depending on the type of event. Social distancing and face-covering requirements must be followed at all times and student groups found to not be following these guidelines may lose their ability to hold future in-person meetings and events. Virtual programs are still highly encouraged as well as outdoor programs when possible. ***Face coverings must be worn at all in-person programs, regardless of whether the program is indoors or outdoors and regardless of vaccination status. Following CDC recommendations, we strongly encourage the use of surgical masks rather than cloth masks. Surgical masks will be made available at [designated on-campus locations](#).***

Event Submission

Spartan Connect must be used to register all in-person events, in-person meetings, and virtual events. Student groups are strongly encouraged to register virtual meetings as well as a tool to promote involvement in student organizations. For those events that are held in-person, organizers will be responsible for ensuring that the event does not exceed the maximum capacity for the space, that face coverings are being worn as per University guidelines, and attendance at all in-person events **must** be tracked in Spartan Connect. and student groups are strongly encouraged to submit virtual student group meetings in Spartan Connect.

Event Request Deadlines

Student group event requests must be submitted in Spartan Connect as per the deadlines indicated below. Events must be approved by the CAP office before the event can proceed.

- *In-person program or event: 30 days* prior to the event date
- *In-person meeting: In-person meetings are not permitted in January 2022.*
- *In-person tabling: 7 days* prior to the tabling date
- *Virtual program or event: 15 days* prior to the event date
- *Virtual meeting: Not required to submit in Spartan Connect, but strongly encouraged.*

Event Approval

Campus Activities and Programs staff will continue to review all requests for in-person and virtual programs through Spartan Connect. Please work with your CAP event consultant if you have any questions or need additional support on how to host in-person and virtual meetings and programs.

Elliott University Center (EUC) Spaces

In-person event size guidelines are determined by room capacities informed by additional guidance regarding public gatherings. The expectations as we start the semester are:

- In-person programs and meetings must not exceed the designated capacity of the space in which the gathering is being held.
- Maximum attendance for an indoor program is designated by the space's capacity based on three feet of social distancing.

Event Capacity & Sizes

Meeting and event spaces in the Elliott University Center (EUC) have been adjusted to reflect capacity limits with three feet of social distancing in mind. There are no limitations on event capacity for virtual programs and meetings other than what is possible through the virtual platform.

Student Group Tabling

Starting in the spring 2022 semester, there will be a very limited number of tabling spaces in the EUC and the EUC will continue to offer outdoor tabling opportunities on College Avenue near the Elliott University Center. These spaces can be reserved online through vEMS. For indoor tabling, student groups are permitted to only have 2 group members present at the table at a time to help with limiting social distancing.

Academic Spaces

Any events or meetings in academic spaces are still required to practice social distancing and all participants must wear masks.

Large Events

Events that exceed 25 participants are considered “large events.” There are limited spaces on campus that can accommodate groups this size while also allowing for social distancing. Therefore these will be approved on a limited basis. Approvals are also subject to change based upon current COVID conditions. Any departments that wish to sponsor large events must receive approval from their senior leadership. Departments and student organizations are still encouraged to hold the majority of their events virtually or outdoors.

Outdoor Spaces

Outdoor events will be approved pending appropriate plans and procedures have been put in place to ensure there is minimal contact between attendees and plans attendance tracking is in place.

Reservable Outdoor Spaces include:

Kaplan Commons (**not a reservable space on weekdays*)

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

- Student groups are required to track attendees for in-person events and meetings. Spartan Connect allows participants to create a RSVP list which may be used during the planning process to limit attendees. 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.

Guests

Participants at on-campus student group events and meetings 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

Starting in January, student groups will not be permitted to have food at programs as this requires individuals to remove their face coverings. If student groups wish to have an individual, pre-packaged to-go option at their event, they will need to work with their event consultant to discuss logistics. These requests will be approved on a case-by-case basis.

Giveaways

Student groups who are planning to give items away at in-person programs need to include information about their distribution plan in their Spartan Connect event request. In the event request on Spartan Connect, there will need to be a proposed plan for a setup that minimizes contact between participants and hygiene protocol.

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. 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 spring 2022 and until further notice. If there is a change to this policy, student groups will be notified.

**Any exceptions need to be presented to the Director of Campus Activities for review.*

**Club sports are permitted to travel. The travel schedules and eligibility is under the discretion of the staff in Recreation & Wellness.*

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 the 2021-2022 academic year 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 capacity based on university guidelines on group gatherings and 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 in hybrid style both in-person and virtually.

Staff Support

CAP staff members are available to assist with any concerns. Masks will be required in the office and during all meetings with staff members. Students are encouraged to set up meetings in advance and/or to schedule virtual meetings when possible. Staff members will be fully accessible to advise and support students.

CAP Event Consultants

Groups starting with A-N: Kynnith Francis-Vaughan, kjfranc2@uncg.edu

Groups starting with O-Z: Erin Parrish, enparris@uncg.edu

CPC and MGC Fraternities and Sororities: Ashley Jones, a_jones6@uncg.edu

IFC and NPHC Fraternities and Sororities: Lomar Osbourne, llosbour@uncg.edu

All other greek lettered organizations: Curtis Tarver, cwtarver@uncg.edu

Media groups (WUAG, The Carolinian, The Coraddi): Meredith Atchison, m_atchis@uncg.edu

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 $\geq 60\%$ 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 and outdoors on campus – including in classrooms, libraries, auditoriums, and meeting spaces.
- ***Following CDC recommendations, we strongly encourage the use of surgical masks rather than cloth masks. Surgical masks will be made available at designated on-campus locations.***
- 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](#).