

## **Heidelberg Student Life Health and Safety Plan for Spring 2021**

\*The same operating guidelines as Fall 2020\*

Given the current health crisis, the Office of Student Engagement is maintaining the current operating guidelines for student organizations and events that were set in the Fall 2020 semester. These policies have been created to align with CDC and Ohio Department of Health guidelines with the support of Student Affairs and Student Senate. While our goal is for Student Life at Heidelberg to still thrive, we have to balance that with the health and safety of our community.

### **Student Organization Meetings: Virtual**

Student organizations will be encouraged to adopt an onsite-online hybrid model for their operations, with the primary modality being online. There will be no restrictions on organization online/zoom meetings. Groups that anticipate meetings longer than 40 minutes should work with their org advisors to get their meetings scheduled by someone with the University Zoom account or utilize Google Meet.

### **Student Organization Meetings: In Person**

Student organizations can submit a Google Form request from the Office of Student Engagement to host an in-person meeting with their advisor's approval. Your request must demonstrate the need for an in-person meeting and address the health and safety precautions you intend to take. These meetings can exceed 10 people provided that they take place in a room large enough to accommodate your group at the campus's current capacity limits.

Groups are only guaranteed approval for an in-person meeting once monthly, but can submit requests for more. Approval over once a month is contingent on space availability.

Executive Board meetings or committee meetings with less than 10 people are exempt from the once/month limit if the group does not intend to use a reservable campus space.

### **Student Organization Events: Virtual**

Student organizations will be encouraged to explore online events whenever possible and there will be no restrictions on how many online events they host.

### **Student Organization Events: In Person**

Organizations can submit a Google form request from the Office of Student Engagement to host an in-person event with their advisor's approval. Your request must demonstrate the health and safety precautions you intend to take, as well as how you intend to control the flow of attendees to ensure the event has no more than 10 attendees at one time, as 10 is the current state limit on large group gatherings. All student organization events will be restricted to members of the Heidelberg community.

Groups are only guaranteed approval for an in-person event once monthly, but can submit requests for more. Approval over once a month is contingent on space availability. In the event of a co-sponsored event, the event will count for both organizations. Heidelberg currently has 92 chartered organizations, which means we could be offering three events every day. Hopefully these restrictions will cut down on event overlap and increase attendance/student interest.

### **Registration of Virtual Events**

The Office of Student Engagement is creating a Google Registration Form for online events, since organizations won't need to submit an actual event request to reserve a room. This won't be an approval process, since there are no restrictions on how many virtual events a group can host, but this will help Student Engagement track and promote virtual events. This form will be housed on the Office of Student Engagement Inside Heidelberg page.

### **Request for In-Person Events & Meetings**

As referenced above, a request for an in-person event or meeting must be made to the Office of Student Engagement. The request forms are available on the Office of Student Engagement Inside Heidelberg page. You must complete this step and get approval *before* submitting your room request to Conference & Events.

### **Booking Outside Entertainment/Contracts**

No student organization should sign a contract with an outside vendor. All contract negotiations for outside entertainment should be done through the Office of Student Engagement to protect your organization from covid-related cancelation fees, etc.

### **Food Service**

All food/beverages provided at an event must be through Parkhurst; groups are not currently permitted to bring in food. Served food and drinks must be served by Parkhurst staff who have been trained in safety protocols and will be wearing appropriate PPE; buffet style/self-serve catering is no longer permitted. Wait lines for food must abide by physical distancing guidelines. Parkhurst also provides food service drops, where items are individually wrapped.

### **Facial Coverings**

All meetings and events must abide by the University facial coverings policy.

### **Cleaning and Sanitation**

All University spaces are being deep cleaned daily by the Krammes staff. It is up to the users of individual spaces to clean throughout the day. If you use a campus space for an in-person meeting or event, it is your organization's responsibility to spray and/or wipe down surfaces with the provided sanitizer before you leave. A spray bottle with cleaning instructions is available in each campus space.

**Contact Tracing**

It is essential that the University conduct contact tracing to limit spread. Therefore, student organizations will be required to take attendance at all in-person meetings and events and be ready to submit their attendance to Stoner Health Center or the Dean of Students Office upon request. We recommend assigning one organization member to be responsible for attendance.

**Consequences**

Failure to adhere to the above policies will have significant consequences for the organization, including but not limited to loss of in-person event and meeting privileges, the freezing of organization funds, changes in chartership of the organization, and/or University disciplinary action.

Student organizations are responsible for the behavior of all their members and event attendees.

**Questions?**

If you have any questions that aren't addressed above, please contact the Office of Student Engagement at [engagement@heidelberg.edu](mailto:engagement@heidelberg.edu).