



Student Organization Operations and Meeting/Event Policy

The Division of Student Life expects that all student organization operations and events will offer a virtual option via a video conference platform such as Google Meet, Zoom, or Microsoft Teams. All student organizations are expected to meet virtually until at least September 1, 2020.

If the student organizational leadership determines that their meeting or event **must** be held in-person (after September 1), the following policies and procedures must be followed by organizers and attendees. Note that final approval for holding the event/program in person will be determined **after** the consultation with either the Senior Coordinator of Student Programming and Organizations or the Associate Dean for Student Development.

I. Staff Consult

- a. If there is a need to hold an in-person meeting or event, the organization leadership must meet with the Senior Coordinator of Student Programming and Organizations or the Associate Dean for Student Development to develop an implementation plan no less than five business days prior to the date of the meeting and no less than 10 days prior to the event.
- b. Venue Capacity Limits**
 - i. The Student Organization will work with a designated Student Life staff member to determine the adequate venue for the meeting or event. Reservations for the BEAR, classrooms/lecture halls and outside tents will be coordinated by this office.
 - ii. All in-person attendance will be limited to no more than 25 people or 50% of venue capacity, whichever is lower.
 - iii. Student Organization must track the number of in-person attendees.
 - iv. Outside guests and Off-Campus Advisors are prohibited from attending in person meetings. They must attend through a virtual platform. Only faculty, staff or students will be allowed at the in person meeting.
- c. Personal Protection Equipment**
 - i. All organizers and attendees must wear a face covering before, during, and after meetings and/or events.
 - ii. Hand sanitizing stations should be placed at the entrance of the event space and all attendees must sanitize their hands before entering and leaving.
 - iii. All in-person attendees are strongly encouraged to wash hands with soap and water for at least 20 seconds. Handwashing should occur before attending in-person meeting/event and/or after blowing nose, coughing, or sneezing.
- d. Social Distancing**
 - i. Before the meeting or event, organizers should work with Facilities Management to organize the meeting or event so that seats are spaced at least six feet (6') apart. If seating cannot be moved, organizers and attendees should

work together to ensure all attendees are properly spaced at least six feet (6') a part. Space attendees in-line outside of venue by taping marks that are space 6' a part, if possible.

- ii. Attendees must stagger exit, meaning that attendees are released from the event row by row or person by person.
- iii. Large rooms (Carter Auditorium/Neville Auditorium) will be unable to have their current room configuration changed.

e. Attendance Roster & Contact Tracing

- i. To help identify who has been in personal contact due to the event/meeting sponsored by a student organization, each organization is required to maintain an accurate attendance roster per event and submit it to Student Life after the event. Groups may use paper rosters to track attendance. In both instances, failure to submit an attendance list after the event may result in an organization no longer being able to reserve space.
- ii. Rosters must be submitted within 48 hours of event ending time:
<https://wvutech.wufoo.com/forms/s19mkdms0pzyg49/>
- iii. If you would like a copy of the room lay out to assign seating please contact the Senior Coordinator of Student Programming and Organizations.

f. Travel

- i. Group travel for events where the group will be representing their organization and/or WVU Tech, regardless whether University funds are utilized or not, is prohibited during the Fall 2020 semester.

g. Enforcement

- i. Violations of these guidelines constitute a violation of the Student Conduct Code. Student Life staff is willing to provide guidance and support for the registered student organizations to execute as operations as regularly as possible. University Police and relevant Student Life staff will monitor events at random for policy enforcement.

All student organizations are required to offer a hybrid format for programs/events (both in person and virtual) so that those students who do not feel comfortable being in public can still participate. Likewise, attendance standards set by each organization for their members should be relaxed during the Fall 2020 semester.

*This policy is subject to change. An updated policy will be provided for the Spring 2021 semester.

For questions regarding this policy:

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