

Hello Student Organization participants, leaders and advisors~

As indicated by the email from Chancellor Gow and Student Association President Cate Wiza on Friday, April 2, we are approved to move forward with some limited in-person outdoor events, 10 person or less meetings on campus in the Student Union and tabling for Organizations. While this is extremely exciting for all of us, we need you to read the below information **CAREFULLY** and comply if you are looking to move ahead with events. There are a number of procedural items that need to be followed in order to continue to be able to offer these options to campus. In order to be eligible to host events, meetings or to table, the following needs to be met in addition to the protocol for events:

- Organizations must be officially registered for the 2020-2021 academic year with The COVE (for questions about organization status please contact thecove@uwlax.edu).
 - This includes having updated advisor information reported, main point of contact updated on MyOrgs and having completed other tasks of the Organization Registration process.
- Events or experiences that groups wish to host (including fundraisers, apparel selling, and weekly meetings to name a few) must be registered on MyOrgs via the Event Submission Process. More information can be found here: <https://www.uwlax.edu/university-centers/orgs/student-org-resources/>.
- Outdoor events hosted in affiliation with our reactivation plan on campus should be open to all and ideally co-sponsored for maximum impact to the UWL community.
 - Reservations must be made and in compliance with UWL's reservations policy.
 - See specific details for these types of events below.
 - Outdoor events will be limited to Monday, Tuesday & Wednesday due to University Center staffing for assistance with programming.
 - Audio, Visual, Lighting and Sound (AVLS) support will be available with advanced planning and event cost will be the responsibility of the host/planners of the experience.
- There are opportunities to host events starting Wednesday, April 7, 2021, with proper planning and COVID-19 guidelines/protocol laid out in the description of the Event Submission Process.

***PLEASE SEE THE PROTOCOL/PROCEDURES BELOW FOR SPECIFIC GUIDELINES FOR YOUR PLANNING PURPOSES**

Student Organization Events/Activities Purpose Statement:

University Centers will allow UWL registered student organizations the opportunity to begin connecting through in-person meetings and programs in the safest manner possible. Guided by best practices currently being used by other institutions, and in close consultation with the UWL Student Health Center, we will implement strict health and safety protocols to make every effort to mitigate the risk of COVID-19 transmission. We firmly believe that allowing students the opportunity to meet and socialize in a structured and safe way will begin the process of once again building a sense of community and belonging for our students.

Proposed Programs:

- The University Centers team, along with CAB and other student organizations, will begin to plan outdoor programs designed to engage the student body in campus activities once again. Programs/activities will be 100% outdoors and are weather permitting.
- Student organizations will be allowed to “table” outside of the Student Union, Whitney Center, and at the Clock Tower.

- Student organizations will be allowed to schedule in-person meetings for no more than 10 people in designated rooms within the Student Union.

Timeline:

Upon approval, programs and meetings will begin the week of April 5, 2021 and run through the week of May 3, 2021 for a total of five (5) weeks.

General Parameters:

- Only Organizations that are in compliance with the University Centers Student Organization registration policies and protocol are eligible for participation in meetings and programs.
- Organizations must have updated MyOrgs spring 2021 rosters, advisor contact and information about the specific program/meeting that is happening via the existing event registration form.
- Participants for all programs/activities/meetings must follow UWL COVID-19 testing protocol and be free of any symptoms associated with COVID-19.
- All groups must meet or exceed all established guidelines as outlined in this proposal.

Outdoor Programs/Activities:

- University Centers will oversee the coordination of two to three (2-3) outdoor programs/activities per week.
- Programs/activities could include such things as: musician(s), fitness class(es), outdoor games (such as bags), movie night(s), etc. *Note: A health and safety plan will be created and approved for each program/activity.
- Programs/activities will be scheduled on Monday, Tuesday, and Wednesday of each week. Exact times and locations are to be determined per event by the sponsor(s).
- Most programs/activities will take place on/around the lawn area outside of the Student Union, unless prior approval is granted to do an activity on a lawn area on the West side of campus (near the Whitney Center).
- Catering for events will be permissible as long as it is single serve, pre-packaged, and follows all CDC and County Health Department guidelines. All catering requests will be reviewed/approved by University Centers and facilitated by Campus Dining.
- Whenever possible, all programs/events should be co-sponsored by more than one (1) student organization for more impact to participants.
- Programs/activities will be scheduled on a first come first served as long as University Reservations, the COVE Organization event registration process and other protocol are all followed.
- Fundraisers, prizes and other give-away and money collection events MUST FOLLOW COVE Organization and UWL guidelines (See Org Resources page)
- Event participants must be in compliance with the UWL COVID testing guidelines & other CDC guidelines.
- Face coverings and other physical distancing protocols must be followed at all times for the duration of the event. University Centers staff and the sponsoring student organization(s) will be on site to ensure compliance.
- Lack of compliance will jeopardize the ability for the student organization(s) associated with the particular program/activity to host future events and benefit from other UWL

services as a registered/recognized organization for the duration of the 2021 academic year.

Tabling:

- Tabling will be reserved each day between the hours of 9am-5pm at the following locations: Outside of the Student Union (2 designated table locations), Whitney Center (2 designated table locations) and around the Clock Tower (4 designated table locations).
- All tabling must be reserved in advance and plans for what is being distributed must be pre-approved by University Centers reservations/activities staff.
- Items being shared at a tabling event cannot be handed directly from one person to the next, they need to be able to be individually touched on the table by a single user.
- Sanitization method such as hand sanitizer or gloves need to be worn in addition to masks and use of Plexiglas divider (weather permitting) used when items are being handed out.
- No more than two (2) people at a table at a given time and they must stand at opposite ends of the space at all times.
- All other pre-existing tabling protocols must be followed.

In-person Meetings:

- Registered Student Organizations will be allowed schedule in-person meetings to conduct official organization business.
- Occupancy at meetings is limited to no more than 10 people.
- Student Organizations must comply with all protocols outlined in the “University Centers and University Reservations Indoor In-person Meetings and Programs Proposal.”
- **NO FOOD PERMITTED AT IN-PERSON STUDENT ORGANIZATION MEETINGS**
- If there are items that need to be distributed at the scheduled event, this needs to be communicated at the time of reservation so sanitizing stations can be at that space
 - All people must sanitize prior to taking items
 - The person who is bringing the items will have to use gloves/sanitizer to put items out
 - No items should be shared within the group/recolllected, unless there is a plan for a distribution and then sanitization process (i.e. Clean bin/Dirty bin)
- **Attendee Compliance:**
 - A roster of all attendees must be provided to the Reservations office at least 1 business day prior to the meeting/program date/time.
 - All attendees must complete a UWL COVID-19 Self-Assessment Form at the beginning of the meeting/program.
 - A University Centers staff representative will greet attendees at the beginning of the meeting/event to review protocols and distribute/collect the self-assessment forms.

Student Organization Compliance:

Student organizations and attendees are expected to comply with all protocols for each meeting/program/activity as outlined in this proposal. Failure to comply will result in the following actions:

- First offense – verbal warning

- Second offense – meeting/program/activity ends immediately; loss of next meeting/program/activity scheduled by the involved student organization(s).
- Third offense – loss of scheduling rights for the remainder of the semester; all future reservations are canceled.

Making Reservations:

- All reservations will require communication between the reservations staff and the reservation contact.
- During the process of making the reservation for student organizations, staff will establish that the groups can meet the guidelines in advance of confirming the reservation.
- All compliance and cancellation guidelines will be included in reservation confirmations.

Physical Distancing:

- All room setups will have a minimum of 6' distance between seating.

Face Coverings:

- Face coverings will be required at all times.

Hand Sanitation:

- Sanitizer stations are available throughout the building, including in each reservable space.

Available Rooms:

- Student organizations will utilize only Union spaces for meeting reservations.
- Faculty & staff meetings will generally utilize academic building spaces, but Union use during business hours is also an option.

Room Setup/Capacity:

- Meeting rooms will be set up conference style and are set to 25% of the rooms' normal capacity.
- For all other approved programs and activities, setups will match the event needs while maintaining 6' distancing.
- See attached COVID-19 Room Occupancy document.

Room Turnaround:

- Union spaces will be reserved with timing between reservations to accommodate disinfecting of the tables and other touch points.
- Reservations made in academic buildings will be communicated with University custodial services.

Cancellation:

- In the event that COVID-19 conditions require more restrictive measures, as directed by the UWL COVID Policy Group and/or Chancellor's Office, reservations may be cancelled.

If you have any questions or concerns please do not hesitate to reach out to myself or other University Centers Staff via univcenters@uwlax.edu or The COVE at thecove@uwlax.edu. We are happy to help you navigate successful and safe events to engage our campus community throughout the duration of the spring semester.

Thank you for helping us,

Drea and the University Centers Team