



EVENT AND ACTIVITY GUIDELINES (FALL 2020)

Last Updated: October 1, 2020 / V. 1.2 (Subject to Change)

In an effort to protect the health of our campus community while ensuring opportunities for social connection, the following event and activity guidelines have been established.

As your recognized student organization or campus department prepares events and activities for this semester, these guidelines will serve as a comprehensive resource for event planning and operations. Please keep in mind that all University announcements and up-to-date information regarding COVID-19 can be found on the [TAMUT COVID-19 Resource Website](#).

For assistance with planning your program or meeting, please email involvement@tamut.edu.

VIRTUAL EVENTS & ACTIVITIES

Virtual events and activities are strongly encouraged and preferred. The number of virtual events & activities a student organization or campus department can host is unlimited.

There are multiple tools that can be used to conduct meetings, events, and activities virtually.

Zoom

This service is available from TAMUT with two types of licenses- Pro and Basic. Pro Licenses are given to staff and faculty who require more features and functions with less limitations. For Example-

- Host up to 300 participants
- No time limitations

Basic licenses are free to staff, faculty and students but come with limitations. For the most part, students have these licenses. Here are examples of the limitations-

- Host up to 100 participants
- 40-minute maximum group meetings
- Unlimited 1:1 Meetings

Please note that Basic users can join a meeting set up by Pro users with no restrictions. So, if a group needs more time and room for more participants, they should seek an advisor, staff or faculty member with a Pro license to set up the meeting.

This would also be a good platform that to use should you need a venue that will include staff, faculty and students.

Microsoft Teams

This service is only recommended for staff and faculty meetings or activities at this time.

Google Meet

This is a free service and recommended for student use as they are still part of the Google Suite of applications. Students can use this service to host meetings or activities longer than 45 minutes without the assistance of professional staff or faculty. This video conferencing platform is easy for students to access with a host of platforms from computers to mobile devices.

EagleSync

[EagleSync](#) offers a variety of features to help your organization operate online, including document uploads, roster management, form creation, and event attendance tracking. For questions about EagleSync, please email involvement@tamut.edu.

IN-PERSON EVENTS & ACTIVITIES

While a limited number may be allowed, in-person events are strongly discouraged, and justification will be required when submitting the event request.

Meetings and Events

- All events, meetings, and activities shall be limited by the current guidance from the University and local government officials.
- All events, meetings, and activities shall observe facial covering and 6 feet social distancing requirements.
- There can be no “required” in-person meetings.
- All events, meetings, and activities must be registered on EagleSync.
- Hosting organization/department will make sure members and guests know that if they are sick, they should not attend face to face activities, events, or meetings.
- Hosting organization/department will provide information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19.
- Event attendance for indoor events will be based on room capacities. Outdoor event attendance will be limited to 100.
- Bring sanitation wipes/spray for your attendees to disinfect surfaces. High touch areas are to be cleaned before, after, and periodically throughout the event.
- The event host is responsible for following and enforcing all applicable guidelines. It is required to assign “monitors” to help enforce guidelines.
- Clubs and organizations will be limited to 3 in-person gatherings a month. An in-person gathering is defined as any organization or club meeting, event, or other activity. Exceptions may be granted on a limited basis and should be made to the Office of Student Life.

- Clubs and organizations are prohibited from hosting off-campus events until further notice.
- Meetings or events found in violation may result in loss of reservation privileges for the remainder of the semester. Student Organizations will risk losing their registration status with the Office of Student Life.

Social Distancing & Attendance Limitations

- All events, meetings, and activities will observe 6 feet social distancing requirements.
- Indoor event attendance is limited to the room capacity with social distancing in place. For room capacities, see last page of this document.
- Large events should be held outside and in a space that encourages and permits physical distancing of 6 feet between individuals. The maximum number of individuals at events is currently 100 for the entire duration of the event.
- Provide controlled flow of participants as much as possible from start to end of the event (utilize floor markings, physical barriers, etc.)

Logistics & Attendance

- The [Event Request Form](#) is required to be submitted in EagleSync for all events. This form must be completed at least two weeks before the scheduled event.
- For campus departments, The Event Vetting Committee will review your request and issue a decision within 3 business days. Approval will not be needed if you are hosting a small workshop in one of our traditional classroom settings.
- For student organizations, The Office of Student Life will review your request and issue a decision within 3 business days if it is a simple business meeting. If the request is an event, the Event Vetting Committee will review and issue a decision within 3 business days.
- Attendance at all events and activities must be controlled by invitation, tickets, or reservations for contact tracing purposes.
- All events and activities must maintain a record of attendance. The Checkpoint mobile app, check-in lists, and manual input on EagleSync are the recommended ways to track attendance.
- Information on how to use the Checkpoint mobile app can be [found here](#).

Finding an Event Space

- Meeting and event space on campus will be limited in capacity due to social distancing requirements at this time. Be sure to consider these capacity limitations when planning your event.
- Find current capacity for meeting and event spaces on campus at the end of this document.
- Room setup configurations CANNOT be rearranged for events or meetings.

Face Coverings

- Facial coverings must be worn at all events, meetings, and gatherings regardless if indoors or outdoors. Please provide a virtual participation opportunity when possible.

Hand Sanitization

- All meetings, events, and activities should have hand sanitizing stations available to participants and attendees.

Screening Questions

- Centers for Disease Control and Prevention (CDC) screening questions may be found [here](#). Those failing the screening questions may be denied entry to a meeting, event, or activity.
- Screening questions, if used, should be asked verbally. Do not take written records.

If Someone Tests Positive with COVID-19 or has Symptoms

- Immediately report the case and follow the protocols by visiting the [TAMUT COVID-19 Resources Website](#).

Information Tables

- Tabling “pods” have been established on the first floor of the University Center.
- Pods are only available for registered student organization or campus departments and must be reserved by emailing involvement@tamut.edu.
- The event host is responsible for bringing sanitation wipes/spray to disinfect the table before and after use.
- Each table may only have 1 representative from the host/organization, and there may be no more than two 2 visitors at a time.
- Visitors must stand on the floor marking to ensure social distancing.
- There will be no exchange of items (i.e. food, pens, paper, giveaways, etc.). If you need to collect or share information, we recommend creating a QR code or short URL to share with visitors.
- At this time, no food may be sold or given out, including homemade and pre-packaged items.

Events with Food

- At this time, food at on-campus events is prohibited.
- Bake sales and other food sales are not allowed at this time.
- Off-campus events with food may be held in restaurants or other venues only when social distancing protocols are in place.

Travel

- At this time, student organization travel to off-campus events or activities is prohibited, including when student organization members utilize private funds for travel, competition fees, registration fees, etc.
- For departmental travel, please contact your department’s travel administrator.

Off-Campus Guests

- Any requests for outside visitors to campus must be approved by the President or their designee and will require appropriate justification. Visitors will also need to complete COVID protocol training and self-assessment certification.
- Small business meetings and campus tours with six or fewer guests are permitted without approval if hosted by a campus department.

- Visitors will need to complete the [Visitor Assessment and Certification](#)

ADDITIONAL RESOURCES

- [Event Request Form](#)
- [Ultimate Guide to Remote Meetings](#)
- [5 Tips for Virtual Meetings](#)
- [5 Tips for How to Have Fun on a Virtual Call](#)
- [Virtual Icebreakers](#)
- [15 Virtual Icebreakers for Your Remote Meetings](#)
- [CDC COVID-19 Screening](#)
- [TAMUT COVID-19 Resources](#)

In-Person Event/Activity Planning Checklist

Before Your Event

- **CREATE** the RSVP link for your event and be sure to attach the RSVP to your organization and/or event in the settings. *(create a form on EagleSync, use Sign-up Genius, Eventbrite – something with a URL).*
- **CREATE** your event in your EagleSync portal. *(have your RSVP link and event graphic ready for upload)*
- **WAIT** for your event to be approved (notification will come via email).
- **DOWNLOAD** the CheckPoint mobile app on your mobile device or departmental tablet [*\(for help with downloading and using the app, click here.\)*](#)

During Your Event

- **CHECK IN** all attendees at your event using the CheckPoint mobile app or sign-in sheet *(if using sign-in sheet, you will need to manually enter attendees at the conclusion of the event)*
- **CLEAN & SANITIZE** your event space often.
- **MONITOR** attendees for guideline adherence *(social distancing, face coverings)*

After Your Event

- **SANITIZE** the spaces you utilized
- **CONDUCT** an assessment of your event. What worked? What didn't work? What can you do better next time?

Room Capacities

Building	Room	Normal Occupant / Use	Socially Distant Student Capacity	HyFlex
SCIT	101	Classroom	25	X
UC	116	TEXAR Room	16	
UC	117	Eagle Hall	59	
UC	210	Classroom	19	X
UC	214	Classroom	12	
UC	216	Classroom	12	
UC	217	Classroom	19	X
UC	229	Classroom	16	
UC	230	Classroom	16	
UC	231	Classroom	14	
UC	232	Classroom	16	
UC	241	ART Classroom	11	X
UC	242	Classroom	13	
UC	243	Classroom	15	X
UC	247	classroom	15	
UC	248	Classroom	15	
UC	249	Classroom	15	X
UC	251	Classroom	13	
UC	326	Classroom - Extension Ed	28	X
PSC	114	Multipurpose	12	
PSC	116	Multipurpose	12	
BASS	115	Classroom	N/A	
BASS	203	Classroom	30	
BASS	204	Classroom	22	
BASS	245	Classroom	23	
BASS	246	Classroom	32	
BASS	247	Classroom	12	
BASS	351	Classroom	16	
BASS	303	Debrief	6	
BASS	304	Debrief	6	
BASS	339	Debrief	3	
BASS	346	Debrief	2	
UC	324	PC Lab	14	
UC	323	Mac Lab	17	
UC	235	Conf Room		