

Special COVID-19 Addendum to the Student Handbook and Code of Conduct for Student Groups

Student Organization Operations and Procedures for Fall 2020

*Student Organizations include all Registered Student Clubs, Organizations,
Fraternity and Sorority Chapters, and Honor Societies*

As Shepherd University gears up for the Fall 2020 semester, we want to encourage all student groups to prepare now for modifications that will be necessary to keep our community safe during this time. While we know that this year things will be different, we are committed to supporting you and your groups so that you can continue operations and achieve your goals. Despite physical distancing, Shepherd's Office of Student Activities and Leadership is here to help you and your groups maintain the strong sense of purpose, belonging, and friendships you've developed on our campus. As student leaders, continuing to accomplish your goals and maintain your community—even when gatherings are virtual—will be critical to your group's long-term health. Perhaps most importantly, friendship, strong networks of support, and a sense of belonging are more critical than ever.

This document is an addendum to the Student Handbook intended to provide guidance for Shepherd's student group activities and events during the COVID-19 pandemic. These guidelines may be modified as conditions change. If deemed necessary, some activities may be suspended for the Fall 2020 semester. All event requests will be reviewed to identify questions or possible conflicts with University guidelines, Jefferson County Health Department directives, and/or State of West Virginia Orders. Room capacity and availability will be limited and restricted due to physical distancing and sanitization requirements. Please carefully review the guidance, procedures, and specific examples of activities and events that should be modified and potentially suspended for the fall 2020 semester.

The guidelines and operational procedures outlined here may be adapted as the State and the University update operations based on shifting health conditions. Please see the University COVID-19 Information Site regularly www.shepherd.edu/covid-19

The Shepherd University Campus Health Task Force (CHTF) has put in place guidelines that all faculty, staff, and students must follow to protect the well-being of the community. These will be updated regularly as the University receives guidance from the State, federal agencies, and our local health department. Please be sure to check Shepherd's website for

information and updates here on the COVID-19 Information [site](#) and the [Navigating Campus During COVID-19 site](#).

What to expect during fall operations?

- Face coverings that cover the nose and mouth are required everywhere on campus, both inside buildings and on grounds and sidewalks. The only places where face coverings are not required are in private vehicles, personal office spaces, and a student's personal residence hall room.
- All students, faculty, and staff are to observe the social distancing standard of at least 6 feet apart from others **and** wear a face covering over the nose and mouth.
- Everyone must complete a daily health monitoring form as directed by the University.
- Everyone is encouraged to wash hands frequently throughout the day. If unable to do so, use the hand sanitizer dispensers that are available in campus buildings.

Face Coverings/Masks

- Student Organizations must require face coverings for all events and activities on campus (indoor or outdoor). Student groups must also require face covering use for off-campus group-sponsored activities and enforce physical distancing.
- In rare cases, students with documented exemptions through Shepherd's Office of Accessibility Services may participate in face to face activities without a mask or face covering but must still practice physical distancing of at least 6 feet of space between themselves and others.
- If a member has an accommodation that does not allow them to wear a face covering, a virtual participation opportunity should be provided when possible.

Communications and Event Submissions through RamPulse

More than ever, successfully utilizing RamPulse, Shepherd's student engagement platform, will be essential. RamPulse will be the primary way that new students learn about events and opportunities to get involved on campus.

Because large gatherings are currently limited, we will not be holding our traditional large in-person involvement fair. It is essential that all groups renew their registration on RamPulse, update your group's rosters (removing inactive or graduated members), and update advisor and officer information. This summer RamPulse has added new features that allows groups to post video content on their homepage, event listings, and news features. This allows groups to load elevator speech videos introducing your group, videos promoting events and news feature video clips.

All events, meetings, recruitment and service activities (both in-person and virtual) should be submitted to RamPulse for approval. No rooms may be reserved or events held without prior approval through RamPulse by Student Activities and/or the University Campus Health Task Force.

Most recruitment events should be held utilizing virtual platforms. Selected in person events may be allowed if approved by the Campus Health Task Force and the Office of Student Activities and Leadership.

Student Group Meetings

- For the fall semester, due to the need to physically distance and to accommodate regular cleaning, the only indoor space available for group meetings will be the Student Center's meeting rooms. ***Classrooms and spaces in academic buildings that groups have traditionally used will not be available for student group use until further notice.***
- Regular student organization meetings should be held virtually until University health restrictions are eased. Virtual meetings, events, service projects, philanthropy, and fellowship events will be enthusiastically supported!
- Special In-Person Group Events (ritual/formal meetings, etc.)

We understand that a group may wish to hold a special or formal group meeting on rare occasions to stay connected. The University will strive to accommodate in-person meetings in the Student Center following the University's safety guidelines if possible (no more than one meeting per month will be permitted). Due to physical distancing, the number of meeting spaces is limited and may require flexibility in scheduling. If a group wishes to hold an in-person meeting, students must submit an event request on RamPulse **at least** two weeks in advance and the Office of Student Activities will work with the Student Center Operations Manager to attempt to accommodate the request in an appropriately sized space. PLEASE NOTE: An option for virtual participation for members who are not comfortable attending a face to face meeting is recommended.

If an in-person meeting is approved, the following conditions apply:

- These events must comply with all established University guidelines (i.e. complete any required health monitoring forms, record attendance and enter into RamPulse under the event, require use of face coverings over the nose and mouth, and enforce physical distancing).
- Attendance at all in-person group meetings must be entered in the event on RamPulse. This is necessary in the event that there is a need to conduct contact tracing. Click here for more [information](#).
- All in-person attendees must wear face coverings over the nose and mouth at all times and physically distance at least 6 feet apart.

- No live singing, touching, or passing of objects is permitted.
- Groups must make clear to all participants that if they are sick or showing any symptoms of COVID-19 or have come into contact with others who are positive for COVID-19, they must not attend face to face activities, events, or meetings. Additionally, these members must contact the Health Center immediately.
- Groups should provide the following information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19: *If you are experiencing COVID-19 symptoms or if you need to be tested based on potential exposure, please contact your primary care provider or Student Health Services at 304-876-5161. You may be instructed to come in for an appointment or go to another designated testing site. If you need emergency care, you should contact 911 for ambulance transport to the nearest emergency department.*
- ***Any meetings with a mandated requirement that members attend must also provide a virtual participation option.***

Event Check Ins

- Students will be asked to download the Campus Labs Event Check-in App associated with RamPulse to their smartphone or computer. The app will create a personal QR code for individual students that will act as their campus event pass similar to a mobile boarding pass. Using the Campus Labs Event Check-In App, student event pass QR codes are scanned to record attendance. This new technology is fast and easy and eliminates the need to touch and swipe Ramblers. Learn more [here](#). Once swiped, the attendance immediately will upload into the corresponding RamPulse event. If an electronic device is not available, the group must take attendance by collecting student email addresses and entering them manually into RamPulse immediately following the event. Download on Google Play [here](#) OR the Apple App Store [here](#)

Tabling and Fundraisers

- Will be restricted to one host/member and one guest at the table at a time. All participants must wear a face covering over the nose and mouth at all times and remain 6 feet apart at all times.
- We highly recommend tabling in reservable outdoor spaces if possible (Midway, Byrd Lawn, Potomac Place Lawn, Amphitheater, etc).
- Tabling will NOT be allowed in the Ram's Den of the Student Center this fall in order to comply with physical distancing in a primary dining area.

- Tabling may be scheduled in entrance foyers of the Student Center if space is available or for reservable outdoor spaces on campus (see the Information Center for requests).

Bake Sales and Other Fundraising Activities

- Until further guidance from the University, no sales of home-baked goods will be permitted.
- Pre-packed food items must be individually wrapped, and only non-perishable items may be sold.
- The seller or host is required to wear a face covering and gloves.
- Hand sanitizer must be available for guests and the host.

Student Group Travel

- Conferences, group retreats, service trips, competitions or other organized activities requiring travel are strongly discouraged for the fall. Any student group travel must be submitted as an event request on RamPulse at least one month in advance for review by the Campus Health Task Force.

Student Group Packages and Mail

- Mail and packages for student groups will be held in the Office of Student Activities for pick up. Group leaders will be contacted by email when they have mail and they can make an appointment for pick up.

Speakers and Guest Lectures

- At this time, guest speakers and lectures should be held as virtual events. In-person guest speakers or lectures are strongly discouraged and must be approved in advance by the Campus Health Task Force.
- Gatherings to view virtual events with physical distancing may be approved but must follow the same meeting and event protocols as meetings and events with approval through RamPulse.

Student Group Activities that Bring Guests to Campus

- Any event that will bring guests to campus (alumni/family/parent events, conferences, competitions, etc.) must be submitted for approval on RamPulse at least one month prior to the event. These requests will be reviewed by the University Campus Health Task Force to determine whether or not they meet University and State requirements or are permissible based on the status of the pandemic.

Events That Bring Minors to Campus

- Events that would bring minors onto campus are suspended until further notice from the Campus Health Task Force.

Events where Participants Share or Pass Objects

- Activities or rituals where participants share or pass objects are suspended for fall 2020 with the exception of the Student Center Games Zone bowling and billiards equipment which will be disinfected before and after each use.
- Board or video game events may be held if there is no physical exchange of controllers, game pieces, cards, dice, or other objects. Participants must have the ability to physically distance from other participants.

Performance-Based Activities

- Live public performances with a face to face audience are suspended until further notice.
- Live singing during in-person group meetings or events is prohibited until further notice. Pre-recorded or virtually broadcast singing should be substituted in all group events.
- Practices for performance-based organizations should be held with strict physical distancing, face covering use, and no physical touching.
- Consider the use of outdoor space for practices where members and others can appropriately physically distance.
- Follow room capacity requirements and seek the largest space available if your practice occurs indoors.

Dances and Parties

- Due to physical distancing requirements and space/room capacity, all student group sponsored dances and parties are suspended for fall 2020.

Banquets and Other Catered Events

- Indoor banquets and catering are not feasible given current operational guidelines. The University recommends that banquets luncheon/dinner type events be suspended for fall 2020.

Events/Meetings in the Student Center

Student groups must submit an event request on RamPulse to hold meetings or events. This event request will be reviewed by the Campus Health Task Force and/or Student Activities to determine feasibility. Approved requests will then be reviewed by the Student Center Operations Manager who will reach out to the group contact about logistics, room set up, and other needs.

Events/Meeting in Classrooms and other Academic Spaces

The availability of classroom and other academic space will be limited as a result of cleaning and sanitization protocols necessary to facilitate academic meetings and

activities. Therefore, students will not be permitted to hold meetings in academic buildings.

Large Scale Events and Campus Wide Activities

Events that have the potential to attract large numbers of attendees must follow the West Virginia State Orders regarding maximum number of indoor/outdoor event attendees and allowable activities as well as University Campus Health Task Force guidelines. The Campus Health Task Force must pre-approve these events after the submission of a RamPulse event request form.

- Any large-scale event must follow COVID-19 compliance for face coverings, attendance tracking, physical distancing. An attendance sheet for anyone without access to Ram Pulse check-in system must be maintained and available if needed for contact tracing.
- Large events should be held outside and in a space that encourages and permits physical distancing of at least 6 feet between individuals.
- When outside space is not compatible with the event, indoor space limitations regarding maximum capacity and the ability to physically distance must be followed.
- Face coverings that cover the nose and mouth are required by all participants.
- Tables or stations should be at least 10 feet apart and occupied by 1 host and 1 guest at a time.
- Staggered attendance times are encouraged.
- Giveaways should be single touch and distributed one at a time.
- Events that encourage attendees to gather closely together or touch shared objects such as inflatables, carnival games, and shared equipment are suspended for the fall 2020 semester.

Off-Campus Events Hosted by Registered Student Groups

- Student groups hosting off campus events must follow the current West Virginia Orders regarding event location/attendance/activity.
- Events that do meet the parameters of the West Virginia Orders should be conducted with the health and safety of members, attendees, and the community in mind.
- We ask our students to make good choices and encourage behavior that helps prevent community spread of COVID-19. Face coverings over the nose and mouth must be

required as well as physical distancing at group-sponsored events both on and off-campus. Hand sanitizer and hand washing stations must be available.

- Events held at private residences that bring people together who do not live in the same residence has been shown to be a source of rapid community spread. **No club or organization events held at private homes will be approved until further notice.** Please discourage this kind of activity to protect your greater community. #RamsProtectRams
- Requests for group sponsored off-campus events must file an Off-Campus Event Request Form found on the Student Activities and Leadership page of RamPulse.

Organizations with Inter/National Affiliation and Membership

- Clubs and organizations that have membership with a national or international executive or headquarters office are expected to observe the requirements of those organizations as it relates to meetings, activities, and events.
- If there is a difference in requirements between organization headquarters and West Virginia or Shepherd University guidelines, organizations are expected to observe the most stringent requirements or guidance received regarding meetings, activities, and events.

Student Group Advisor Guidance

- Encourage the group and members to follow the guidance of the University and the State of West Virginia regarding the prevention of spread of COVID-19.
- Follow the guidelines of the Campus Health Task Force and operational procedures outlined by the Office of Student Activities as well as the policies outlined in the Shepherd University Student Handbook.
- Encourage student members to be conscientious of the parameters of physical distancing and help them to avoid high risk activities and environments.
- **Continue to meet regularly with the student group leadership to help the group navigate these new policies and procedures, leverage technologies available to them, and move toward their group goals.**
- Remember that face coverings are required for any face to face participation unless there is a documented medical accommodation on file with Shepherd's Accessibility Services Office.
- Help students understand the importance of wearing a face covering and physically distancing themselves when that is not possible.
- Train students how to ask members or guests to wear a face covering and respect physical distances. (This is often difficult for people and practice helps.)

- Encourage the group to think about how they can include members who are nervous about attending in-person events through virtual opportunities to engage/participate.
- Remind students that while operations will be different during this time, the goals of the group are still important and can be achieved with creativity and a willingness to innovate and think outside the box. These are real, valuable life skills that will serve them well in the future.

Additional Resources:

Shepherd University COVID-19 Information:

<https://www.shepherd.edu/covid-19/>

<https://www.shepherd.edu/getramready/>

West Virginia COVID-19 Actions and Executive Orders Site:

<https://governor.wv.gov/Pages/WV-COVID-19-actions-and-executive-orders.aspx>

Jefferson County WV Health Department:

<https://www.jchdvw.org/>

Virtual Operations Resources:

<https://shepherd.campuslabs.com/engage/news/180847>