Engagement, Leadership, and Service
Student Affairs
UNIVERSITY OF GEORGIA

Coronavirus (COVID-19) Guidelines for Student Organizations
Updated February 15, 2021

Engagement, Leadership, and Service (ELS) recognizes the vital role of student organizations to a robust student experience and thus, student success and holistic student development. While social distancing will change the nature of many experiences, the University encourages each group to continue its work to the extent possible, while at the same time promoting the health and safety of group members and the larger community.

The following guidelines have been created in an abundance of caution and with the understanding that health care providers' knowledge about the COVID-19 virus and the best practices to respond to the pandemic continue to evolve. For this reason, guidance, plans, and policies related to campus operations at UGA will also evolve. Updated Coronavirus information and resources are available at https://www.uga.edu/coronavirus/.

ELS is here to support you and your student organization. If you have questions, you can contact ELS at (706) 542-6396 or ugaels@uga.edu.

Safety, decision-making, and personal responsibility

- As previously announced by UGA, all faculty, staff, and students are required to self-monitor and acknowledge that they are not aware that they have signs or symptoms of COVID-19 prior to coming to campus each day (https://www.uga.edu/coronavirus/info.php).
- Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing. Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students (https://www.usg.edu/coronavirus/).
- Review your organization's attendance/participation policies, especially those requiring in-person attendance. Set appropriate expectations and respect individual decisions regarding their specific situations.

Contact tracing

- Organizations are strongly encouraged to maintain updated organization rosters in the Involvement Network. Click here for more information about managing rosters in the Involvement Network.

- In the event of a student organization member testing positive for COVID-19, maintaining organization rosters and tracking participation in face-to-face events will allow the Department of Public Health to perform contact tracing and minimize the spread of the virus.
- Student organizations can track event participation in the Involvement Network by several methods. [Click here](#) for more information about tracking participants in the Involvement Network.

Campus reservations

- Student organizations are encouraged to host meetings online, especially when social distancing cannot take place, and to continue to engage with students who choose not to attend in-person activities for personal and/or health reasons.
- Use Zoom (free for UGA students, faculty, and staff) to hold meetings rather than meeting in person to ensure compliance with current [CDC recommendations](#) regarding social distancing, face masks and hand hygiene.
    - There is a screen-sharing feature that allows PowerPoint slides or documents to be displayed and discussed, as well as a recording option if content needs to be recorded in advance and distributed to organization members.
    - Zoom can assist with the hosting of full organization meetings, committee meetings, interviews, one-on-one conversations, virtual hangouts, and more.
    - The following measures should be taken to ensure your Zoom meetings and events are secure:
        - Ensure the Meeting ID is automatically generated and that the meeting has a password.
        - Do not publicly post the Meeting ID and password. This includes posting to the UGA Master Calendar, which is public.
        - Use the waiting room function to control when participants can join the meeting.
        - Designate multiple hosts who will help manage the waiting room and eject participants who disrupt the meeting.
        - Disable the "join before host" feature and limit screen sharing to hosts.
        - Consider requiring MyID authentication for the meeting, so only those with UGA MyID accounts can attend.
    - Zoom Resources:
        - Zoom One-Minute Video Tutorials: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials
        - Zoom Support Center: https://support.zoom.us/hc/en-us
- For smaller face-to-face meetings, a defined group of reservable meeting spaces and buildings are available through Campus Reservations, Events, and Technical Services (CRETS) for group sizes as allowed by UGA-approved guidelines.
    - The academic class schedule and space availability for Spring 2021 is available so that in-person events adhere to social distancing guidelines set forth by the University.
    - Reservation requests for classroom spaces is now available. Please continue to check the [CRETS website](#) for the latest information as it is subject to change.

- o Organizations will be asked on registration to acknowledge compliance with institutional and current CDC guidelines to ensure social distancing.
- o Capacity numbers and room set up types will be adjusted to either meet social distancing requirements or provide space for students to maintain appropriate distance between attendees.
- o At all meetings, events, and common group activities, students will be discouraged from having common food and drink distribution sources, favoring individually portioned and pre-packaged containers to be picked up at the end of the event or meeting. Eating and drinking during an event without a mask creates a situation with an increased risk of virus transmission, especially in light of the newly identified COVID-19 variants. Additional strategies include:
    - ▪ Provide snacks or meals "to go" at the end of an event or meeting.
    - ▪ For retreats or longer meetings, provide extra time during meals so that participants may find alternative spaces or go outside to eat.
    - ▪ Strongly discourage participants to avoid snacking or drinking during events or meetings.
- Tabling
    - o Indoor tabling reservations are available for the Spring 2021 semester.
    - o It is strongly encouraged to not have more than two student organization representatives per six-foot table, distanced from one another at each end of the table horizontally.
    - o Should a line form, current social distancing guidance should be used to assist with the line queue.

Events

- Any event hosted in a large event space (Grand Hall, Tate Theatre, Legion Field, etc.) at most will be able to accommodate between 100-120 people based on the space and set up.
- Meetings/events over 50 people should consider holding their event online (via Zoom or other platform) given the lack of large-event space on campus able to accommodate that many attendees.
- Tailor experiences and services to accommodate social distancing practices. Strategies include:
    - o using larger venues and open-air spaces that allow spatial flexibility;
    - o offering the same activities multiple times to enable smaller groups;
    - o supplementing or alternatively delivering experiences online; and
    - o configuring available spaces and furnishings in new ways.
- When advertising programs, events, and activities, include a contingency plan that will be used in case of cancelation. Options could be to reschedule, cancel completely, use a hybrid model, or offer online delivery.
- Utilize the Involvement Network to promote and manage events. For step-by-step instructions on submitting organization events, visit https://els.uga.edu/wp-content/uploads/sites/2/2020/11/Submitting_Events.pdf.
    - o Settings can be altered based on the audience for an event (e.g., members only, UGA community, or external).

- - Allowing an event to be promoted externally allows the meeting URL to be available to anyone.
- Consider event location and how social distancing measures can be put in place.
  - Queuing lines using current social distancing guidance
  - Detailed signage
  - Individually packaged food or vendor-distributed/catered food, picked up "to go" at the end of the event or meeting. This will reduce the likelihood of virus transmission.
  - At all meetings, events, and common group activities, students will be discouraged from having common food and drink distribution sources, favoring individually portioned and pre-packaged containers, picked up "to go" at the end of the event or meeting. This will reduce the likelihood of virus transmission.
- Limit activities and shared items that require physical contact (e.g., ice breaker/team-building activities, shared pens, sign-in sheets, etc.).
- Students will be actively encouraged to self-clean following all organization meetings, events, and activities. Cleaning supplies will be provided, as needed.
- For off-campus events and activities, student organizations will be asked to follow current CDC guidance as well as guidance from state and local officials and health leaders.

Recruitment

- All student organization recruitment activities will adhere to the current social distancing guidance. If an organization cannot ensure social distancing in recruitment, the organization will be asked to defer recruitment to a future date (Plans for a Phased Return to Full Operations).
- Engagement, Leadership, and Service (ELS) will implement the large-scale Involvement Fair in an alternative online format and will continue to assess the ability to host smaller, socially distant involvement fairs during the spring semester, if able.
- Update organization information on the Involvement Network.
  - Ensure contact information is updated for students interested in joining.
  - Videos can now be embedded on your organization's Involvement Network profile serving as a great way to share content with potential new members. By linking to a YouTube or Vimeo video in your Organization Description, the video will be automatically embedded at the location of your link. Click here for instructions on updating your organization's Involvement Network profile.
  - Update photos and videos in your organization Gallery. The Photo Gallery helps you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done. Your gallery photos will be showcased at the top of your organization's public-facing page.
- Host information sessions and interest meetings via Zoom. Add virtual meetings and/or events to the Involvement Network by adding a link in the event location. Click here for instructions on submitting an organization event.
- Use Forms for sign-ups, interest forms, applications, and more. Forms are searchable on the Involvement Network and the forms list is populated based on each user. Click here for instructions on managing forms.

- Highlight members and membership experiences via social media.

Engagement & community building

- Create opportunities for social engagement within virtual organization meetings. Examples include:
  - Selecting a theme to dress up or set as a background
  - Playing online games
  - Using a random word generator to paint/draw
  - Have members host a tutorial on a topic of their choosing (e.g., cooking, yoga, etc.)
- Acknowledge and recognize members via social media.
- Seek opportunities to collaborate with other organizations virtually (e.g., fundraising, hosting dialogues, social activities).
- Share information regarding campus resources with membership and utilize the resource within your own organization (e.g., #BeWellUGA programming such as yoga and mindfulness for stress relief, attending University Union events together, etc.).
- Create pairs or small groups of members based on similar interests or based on opportunities for mentorship. Encourage pairs/small groups to find ways to engage together via socially distant opportunities or in an online format.
- Consider establishing an outreach team to check-in with individual members.
- Refer students experiencing hardships to Student Care & Outreach.

Retreats

- Student organizations are encouraged to host retreats virtually to minimize exposure as retreats are often held with a group of individuals over an extended period.
- Smaller discussion groups can be created using breakout rooms via Zoom. Click here for more information about managing breakout rooms.
- Build in breaks in content to minimize "Zoom fatigue."
- Ensure there are social components incorporated to break up training and build community (see above recommendations under "Engagement & community building").

Fundraising

- Student fundraising activities that involve food, unless it is pre-packaged, will not be approved (Plans for a Phased Return to Full Operations). Food should be provided "to go" at the end of the event. Eating and drinking during any meeting or event is strongly discouraged.
- Organizations are encouraged to fundraise online rather than exchanging items and/or money in person. Online fundraisers may be submitted as events on the Involvement Network.

Travel
- For student organization activities involving off-campus travel or service to the community and community partners, all students and organizations will be asked to

follow current CDC guidelines, as well as those in place from state and local officials and health leaders ([Plans for a Phased Return to Full Operations](#)).

- If travel is necessary, travel independently rather than using shared vehicles and follow current guidance in place from state and local officials and health leaders.

Communication & marketing

- The Student Involvement listserv is sent out weekly, and you can submit announcements using [this form](#).
- [Post organization news](#) to different audiences via the Involvement Network.
- Utilize social media platforms and consider tools such as Hootsuite to schedule posts ahead of time and ensure a consistent organization presence.
- ELS has created a Zoom series with updates on campus resources applicable to student organizations and how they have been impacted due to COVID-19. Upcoming sessions of the Student Organization Zoom Series and all recordings can be found [here](#).

Teamwork & project management

- Utilize tools like Slack and GroupMe to communicate outside of meetings.
- Utilize online tools to manage large projects and communicate with the team (e.g., Asana, Trello, Monday, etc.). In some cases, a project management tool can be integrated with a communication tool (e.g., Asana notifications via Slack).

Finances & budgeting

- Organizations utilizing contracted services should consider financial risk mitigation. For example, consider measures in place should services be unable to be rendered as a result of COVID-19.
- Consider whether it is possible to share promotional items and marketing materials safely and an appropriate number of items/materials to order.
- See the above fundraising guidelines and recommendations.

Officer elections & transition

- Utilize the Involvement Network to host organization elections. [Click here](#) for steps to create an organization election.
- Officer transition resources are available at [here](#).