

RSO Meeting/Event Guidelines
Fall 2020
Updated 08/11/2020

While acknowledging the important function that Recognized Student Organizations (RSOs) bring to campus life, the health and safety of our campus community must be paramount in all of our decisions. We recognize that providing written guidelines for every possible scenario is not feasible, these guidelines serve to assist RSO leaders and advisors in planning and organizing meetings and events in a safe and healthy environment. RSO leaders serve as role models for observing UCA and the Arkansas Department of Health rules and regulations. Our guidelines for RSO events and meetings will be assessed and updated regularly, and RSO leadership will be notified of changes.

RSO advisors are responsible for the implementation of safety procedures and policy compliance. Failure to comply with the directives of University policy may result in disciplinary action.

We understand the importance of community involvement and partnerships, but we strongly discourage inviting guests to campus at this time. It is imperative that we are able to track people on campus, and limiting who attends our events is one way to ensure we are able to complete contact tracing if the need arises.

Advisors and organizational leaders should always consider if it is possible to conduct meetings/events using a virtual tool such as ZOOM. If in-person meetings are not necessary, we strongly encourage that a virtual option be used. RSOs should also consider the possibility of conducting bi-weekly or monthly in-person meetings combined with virtual meetings. In instances where an in-person meeting/event is necessary, the following rules apply:

- **Masks/Face Coverings**
 - All students, faculty, and staff are required to wear masks or face coverings while inside buildings.
 - Students in their residence hall rooms as well as students who are sitting and eating in common meal spaces are exempt.
 - Masks or face coverings must also be worn at outdoor events when social distancing is not possible or at large scale outdoor events when more than 50 participants are in attendance.
- **Mask/Face Covering Exemptions**
 - Masks/face covering exemptions will be granted in the event that an individual has a documented illness preventing them from wearing a mask or face covering.
 - The exemptions will be granted by the Disability Resource Center after supporting documentation has been received.

- Students who have been granted an exemption will be given an identifying card to carry with them.
- If a student presents the card at an event, the student is exempt from wearing a mask or face covering.
- If a student claims to have an exemption, but has no exemption card with them, they must put on a mask or face covering or leave the event.
- There should be no exceptions to this policy.
- Available Spaces
 - Building administrators have assessed the spaces within their buildings to determine the maximum capacity allowed for each space during this time of social distancing.
 - Approval for use of the space, for RSO purposes, is at the discretion of the building administrator and/or the scheduling administrator for the building.
 - Room set-up styles may be limited and the time between events in the same space may be expanded due to cleaning/disinfecting requirements.
 - Since more groups will be requiring larger spaces, enough meeting spaces may not be available. To allow more groups the opportunity to use larger spaces, limits may be placed on the number of reservations groups can make.
 - Masks/face coverings must be worn by everyone, including guests, for the duration of a meeting/event that takes place inside buildings.
- Larger Indoor Venues
 - Larger indoor venues, such as the Student Center Ballroom and Ida Waldran Auditorium, may be available for use (see **Scheduling**) for larger events and meetings.
 - The size of the larger venues may limit their availability. The extra steps needed for cleaning between meetings/events will require more time than the smaller meeting spaces.
 - If approval for the venue is granted, masks/face coverings must be worn for the duration of the meeting/event.
- Performers
 - Performers/players/contestants must be separated from the audience by at least 12 feet and must be limited in number to twenty-five (25) or fewer.
 - Performers/players/contestants may be without a face covering while on stage/performing **IF** they are at least 12 feet from other persons.
 - Performers may perform within 12 feet of one another if they are wearing face coverings/masks.
- Off-Campus Events
 - No RSO sponsored off-campus events are allowed at this time.
 - As stated above, these guidelines will be assessed often. If we feel we are able to make changes, we will notify our RSOs.

- Meetings
 - In-person meetings are permitted with appropriate capacity guidance based on current health standards and Arkansas Department of Health directives.
 - Current space capacities are limited to 66% assuming that participants are able to physically distance in the space provided.
 - The acceptable space between each meeting participant must be at least six feet.
 - As stated in the **Available Spaces** section of this document, building administrators/scheduling administrators will determine if the space requested is suitable for the event/meeting and will decide to approve or deny the usage request.
 - If approval for the space is granted, masks/face coverings must be worn for the duration of the meeting/event.

- Outdoor Events
 - All outdoor events sponsored by an RSO must be registered and approved through Cub Connect
 - Outdoor events with up to 50 participants are allowed if meeting organizers are able to maintain six feet of distance between each participant.
 - Outdoor events with 50-100 participants are allowed if meeting organizers are able to maintain six feet of distance between each participant and face coverings are worn by all participants.
 - Advisors/event coordinators are asked to consider the resources needed to ensure compliance with the stated guidelines to determine if a large scale event is in the best interest of the students.
 - If RSO advisors/event coordinators are not able to realistically ensure that these guidelines will be followed, the event should not be scheduled.

- Events with More Than 100 Participants (Campus Guests Only)
 - Student Life approval is needed for all RSO events where more than 100 participants will be in attendance.
 - The request can be made using CubConnect.
 - If approval for the event is granted by the Office of Student Life, the request will then be forwarded to the Physical Distancing Working Group for final University approval.

- Mandatory Meetings
 - Student Life mandatory meetings such as RSO Training and Social Events Training may be held in person with the option of virtual participation also being available.
 - While these trainings are still mandatory for each RSO, advisors and organization leaders are encouraged to choose the delivery option that is safest for them.
 - In person attendance will be limited due to the maximum capacity that allows for social distancing.
 - Masks/face coverings must be worn for the duration of the training.

- Events with Food
 - Approval for events with food will be limited.
 - If food is necessary, groups should consider grab and go options of pre-packaged items.
 - Physical distancing will still be required for all participants and food service personnel.
 - If buffets are allowed, each food item will have to be served by a food service employee and all will have to be appropriately distance apart.
 - Approval for events with food will be at the discretion of the building administrator/scheduling administrator and Aramark Dining Services.
- Scheduling
 - Advisors and RSO presidents will be responsible for scheduling meeting space for their groups.
 - Groups wishing to meet in the Student Center, Ida Waldran, Donaghey Green, the Amphitheater or the Student Center Lawn should contact the Student Center Scheduling Office at 501-852-2524.
 - Groups wishing to schedule meetings in other buildings may contact the Centralized Scheduling Administrator at 501-450-5044.
- Common Areas
 - Masks must be worn in areas such as kitchens, laundry rooms, study areas and all other spaces intended for communal use.
 - Students must assess each area before entering to determine if it is possible to maintain six feet of distance between themselves and others.
 - Building administrators, residence coordinators, and resident assistants will periodically check common spaces to ensure that students are practicing social distancing.
- Terms and Conditions Statement
 - Sponsoring organizations are responsible for ensuring that physical distancing, face-covering, room capacity, and other regulations are followed. Sponsoring organizations are also responsible for following all rules and regulations set forth by building administrators and scheduling administrators. Failure to do so may result in the loss of reservation privileges, the cancellation of future reservations and/or other disciplinary measures.