RSO Considerations for Planning an Event During COVID-19

We are excited to be together for the Fall semester! To do so safely and efficiently, we are planning for every possible scenario. We’ve created this resource to help you consider what your student organization events and meetings may look like as we navigate our current situation.

State and Federal Guidelines: Michigan Technological University will adhere to state and federal guidelines related to event size, public gatherings, and health and safety protocol. As you’ve already experienced, these guidelines can change rapidly and will require us to remain flexible and have a plan A, B, and C for your RSO operations. Please use these health and safety levels to guide your actions as we move forward.

Meetings and Events:
For Fall 2021, RSO meetings and events will be moving forward in accordance with the current campus level - that status can be found here. To begin planning for Fall 2021, please use Level 2 as a starting point. With that in mind, please review the following considerations and note that all meetings/events held on-campus are required to follow all current university health & safety expectations. We have created an Event Planning Worksheet to assist you as you plan (CLICK HERE for a Google Sheet version of the worksheet).

Overall
- What are the essential processes your organization must maintain to continue operations?
- What do your essential processes look like in Level 1? Level 2? Level 3? Level 4? Level 5?
- If you meet in person, what are the health and safety expectations for your members (masks, physical distancing)?
- Can your meetings/events be conducted remotely? (Hint: Most can!)
- Are you able to offer a virtual option for those who may be unable to attend in person?

Specific
- What are the primary goals and intent of your event?
- What is the estimated meeting/event attendance?
- Can you meet the intended goals of your event in multiple spaces, outside, or virtual?
- Is your event possible without outside guests (non-students, faculty, or staff)?
**Space - University Room Reservation Information** and **SDC Facility Reservations**

- What is the ideal location for your event?
- Is this event possible in an online space?
- How much space is required for this event?
- Is there an available space on campus that will be able to accommodate your event or activity?
- Are there technology requirements needed in the space for your event?
- For outdoor events, what is your plan in the event of inclement weather?
- Have you reserved your space and confirmed the health & safety expectations of that space?

**Signage and Communication - MTU Flex Signage**

- Have you communicated safety plans/expectations to participants in advance?
- Do participants need to RSVP for your event in advance?
- If your event is in-person, is there an option for participants to attend virtually as well?
- Have you added the event to Involvement Link? This will add the event details to the university calendar and help communicate details (location, links, times, etc.) to attendees.
- What signage and floor markings do you need at your event to direct traffic and instruct participants?

**Health and Safety - MTU Flex Campus Experiences** and **Personal Safety**

- Review and modify your RSO risk management plans to add COVID-19 related procedures
- What and how many members or volunteers are needed to enforce physical distancing expectations and health and safety protocols?
- Have you planned time for members to set-up, sanitize, clean-up?
- What are the health & safety requirements for members? Participants?
- Will you be providing PPE or other safety/sanitization products?
- Are there additional costs required to follow this protocol?
- Does this event involve physical activity of any kind? If so, how will you minimize risk?
- Are there any other risks or possible risk scenarios that participants, spectators, or organization members could experience as a result of this event?
- What is your organization’s action plan in case of an emergency and/or a medical situation?

**Food and Beverage - MTU Catering Services**

- Is food and beverage service an essential factor in the success of your event?
- Can you meet your desired goals or intent of this event if food or beverages are not available?
- If food and/or beverages are a part of your meeting/event, what protocols are in place to ensure participants safety?
- Who is providing the food and beverage?
Event Procedures - MTU Flex Guidance for Campus Environments

- Will an advisor or a faculty/staff member be present?
- How will the room be set-up to maintain physical distancing?
- Has the entrance/exit process been identified and clearly communicated?
- How will participant attendance be tracked? Require a sign in process for participants, members, guests, etc. to allow for contact tracing
- Have you identified ways to minimize contact with shared items, clean equipment, tech surfaces, etc.?
- What is the plan to manage physical distancing, mask-wearing, and capacity requirements?

Budget

- What supplies must be purchased to comply with your plan?
- Has your organization re-evaluated their budget to support these purchases?