

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. The [health and safety levels](#) that will guide our actions are as follows:

- Level 1 - *Face-to-face instruction and limited physical distancing (primarily in-person meetings and events)*
- Level 2 - *Mixed-modality instruction and moderate physical distancing (hybrid of in-person and virtual meetings and events)*
- Level 3 - *Mixed-modality instruction and physical distancing (virtual meetings and events encouraged)*
- Level 4 - *Mixed-modality instruction and high physical distancing (primarily virtual meetings and events)*
- Level 5 - *Remote instruction and limited campus activity (virtual meetings and events only)*

Outline of MTU Flex: Plan to Return to Campus:

On Monday, July 27, Michigan Tech successfully completed the Return to Campus Plan and transitioned to the [Health and Safety Levels](#) system that will be utilized moving forward. This fall, behavior and operations at Michigan Tech will be guided by these [Health and Safety Levels](#). These levels provide the university with the agility to respond to COVID-19 on campus and in the local community in real time with scientifically informed, practical, and targeted steps.

Summary of Safety Practice Expectations (As of July 31, 2020):

- *Face coverings - Everyone on campus must wear a face covering in all indoor spaces and enclosed public spaces, including campus buildings and open workspaces. Face coverings must also be worn outdoors during activities where physical distancing cannot be maintained.*
 - *Physical distancing - Stay at least six feet (about two arms' length) from other people at all times, modify personal greetings to maintain separation (no handshakes or hugging), and stay out of crowded places and avoid large gatherings.*
 - *Symptom tracking - Everyone is required to complete the symptom tracker daily on campus, including all visitors/guests. Completing the symptom tracker daily activates your Canvas access for the day, regardless of your answers.*
 - *In-person meetings/events are allowed as permitted by local, state, and federal restrictions and should not exceed 50% of a room's capacity, with everyone maintaining six feet of separation as required for physical distancing. In addition, group gatherings are limited to a maximum of 10 people indoors and 150 people outdoors.*
 - *Additional personal safety practices are outlined [here](#) and additional information on campus environments can be found [here](#).*
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Meetings and Events:

For Fall 2020, 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 2020, please use Level 3 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?