

COVID FAQ'S

Events and Meetings

- Are clubs/extracurricular activities permitted to meet in-person during the crisis?

At this time, organizations will be able to operate, meet, and host events. Organizational leadership is responsible for ensuring the group is following all of the appropriate CDC guidelines and parameters laid out by the University (i.e. facial coverings, room capacity limits, etc.). Departmental student organizations should work directly with their sponsoring department to ensure appropriate compliance with University protocol.

- Will in-person meetings taking place outside class hours be allowed?

Yes. However, organizations should consider what activities need to occur in person and what can be done virtually.

- Is there a set of guidelines that is going to be developed and sent out to us?

There will not be a standard set of guidelines that will be sent out specifically to student organizations. The guidelines for operations are laid out in the University pandemic regulations that are defined [here](#). Organizations should be mindful that in addition to the pandemic regulations, they are accountable to all University regulations and most specifically the Student Code of Conduct.

Organizations should use CDC recommendations, state/local laws (if applicable) as a guide for operations in addition to University regulations and policies.

- We have members who are Truman students, and associate members who are individuals living in the Kirksville community. Will we be able to meet on campus still?

The University is taking extreme care with limiting access to campus to only Truman students, faculty and staff. Student organizations should take extreme care when having associate members not directly affiliated with campus attend meetings and events. As membership is primarily composed of Truman students, they are aware of University regulations. For members or attendees not affiliated with campus, you should take great care when considering them for in-person attendance at events/meetings. Virtual attendance is preferred and should be prioritized for these members.

- Will external guests/speakers be permitted to come to campus? Will we need to report this information, and how will it be reported?

The University is taking extreme care with limiting access to campus to only Truman students, faculty and staff. Student organizations should take extreme care when inviting guests to come to campus. If the intended audience is made up primarily of students or campus-based entities, you can proceed in your planning. However, if the majority of attendees are not affiliated with the University, the group should consider other alternatives.

If a speaker is brought in, the group should take appropriate risk mitigation measures to inquire about speaker travel (i.e. are they visiting from a high COVID case area?, have they been experiencing symptoms?,etc.). Guests are expected to adhere to University regulations (i.e. facial coverings, social distancing, etc.). It is the organization's responsibility that their guests are following appropriate regulations.

- Will student organizations need to keep track of seating arrangements, similar to how faculty will assign seating for contact tracing purposes? How and when will this be reported?

It is recommended that student organizations consider a method to track seating arrangements for standard meetings. It would only be requested by appropriate health officials if contact tracing is necessary.

- Will different groups have unique guidelines imposed by the University, or are we to set safety policies as an internal risk management matter?

All organizations are expected to adhere to the University's pandemic regulations, Code of Conduct, state, local and federal laws. We strive to have provisions consistent for all organizations; however, some groups may have additional provisions due to the level of risk their organizational activities may have in exposing students to COVID - 19.

- Is Truman hosting any family events? My organization usually hosts family events/weekends and we were waiting to see if Truman was allowing family up before we decided anything.

Truman made the difficult decision to forgo traditional fall Homecoming and Family Day 2020 events in an attempt to limit the amount of visitors to campus at any one particular time, and to stay within the CDC recommendations regarding events not exceeding 250 people. Re- envisioning events like this for Fall 2020 are part of the ongoing efforts of Truman State University to limit exposure to and spread of the coronavirus.

As these events bring family members in from a variety of areas, it is advised to postpone these activities for a later time or find a way to make activities virtual. If you do proceed, please keep in mind guests need to follow and adhere to all University regulations.

- Is there any other information that might be useful for extracurricular activities and student organizations as we begin planning alternative delivery methods for the coming semester?

We encourage organizations to have in-person and virtual plans, and adapt as needed or desired. If virtual options need to be utilized, we encourage you to maintain a sense of routine for members. Zoom, Google Chats, Microsoft Teams are all widely popular resources. Find an option that you feel best works for your organization. We also encourage you to find ways to be visible and active on social media.

- Is there going to be a chance for presidents/heads of student organizations to be able to attend a Q&A/meeting of some sort so we can all discuss what we are all doing so we can share ideas and see what other organizations are doing?

Yes, leaders can email orgs@truman.edu with specific questions or requests for consultation. An appropriate U&I staff member will be in contact with you to set up a time and method for meeting. U&I will be sending out information regularly to gather feedback as well.

Student Government is organizing a Roundtable for organizational leaders to gather feedback, and U&I staff will work closely with them as a result of discussions.

Reservations

- How will room reservations be handled?

You can also make requests via virtual EMS (available via the VPN if off campus), by completing a fillable PDF found online at union.truman.edu, or by emailing union@truman.edu with all your event details. We do require in writing requests and as a result do not take space requests by phone. Paper forms will be available upon request only when absolutely necessary.

- Will we have access to capacity limits for facilities?

The U&I has been accepting space requests for Fall 2020 since April 2020. We have been working to adjust requests to new social distance room capacities. EMS will not be changed with temporary room capacities; however, a chart of social distance capacities can be found online at: <https://union.truman.edu/files/2020/08/New-Room-Capacities-.pdf>.

- Are there limits on how frequently we will be permitted to meet to limit our potential exposure? What would these limits look like?

There are no limits on how often an organization can meet. However, it is advised for organizations to consider if there are alternative methods to meet in order to reduce

exposure. If adequate alternatives can be identified, it is encouraged for organizations to utilize them. Space is also limited.

- What does “adjacent to campus” mean, regarding outdoor activities?

“Adjacent to campus” would be referring to property that is in close proximity to the University.

- Can we have events at off-campus locations?

There is nothing preventing organizations from hosting events or meetings at off-campus locations. While University Operating Guidelines related to COVID are difficult to monitor or enforce at off-campus locations, organizations are still accountable by the Student Code of Conduct to other campus policies. Organizations are advised to follow CDC recommendations and establish protocols to keep organizers, attendees and/or bystanders safe.

If organizations are going to utilize an off-campus location, they are encouraged to ask questions such as, but not limited to:

- What are the establishment’s cleaning protocols?
 - Are there limits on attendance?
 - What are their social distance requirements?
 - Have there been any positive COVID-19 cases in their facility?
- How would we go about scheduling a large space like the football field, soccer field, or Pershing Arena for a single meeting?

Outdoor spaces are reserved through Union and Involvement (U&I) Services. Outdoor request forms can be obtained online at: <https://union.truman.edu/room-lottery-forms/>. Please note that outdoor requests require 10 days for processing due to approvals required from Physical Plant and DPS. If interested in Pershing Arena please contact the U&I, and staff will connect with you appropriate resources.

Food, Fundraising and Publicity

- Are we allowed to have food/drinks at meetings?

Food and drink are permitted at meetings. We encourage you have to individual members bring their own snacks. If food is provided by the organization, items should be individually prepackaged. Spread snacks out as much as possible so members can grab items they want and not touch items they don’t want. You can also consider having a centralized individual in gloves passing out the individually, wrapped item.

- How will the new policies on social gatherings apply to or affect serving refreshments at these gatherings? Will serving food be discouraged?

Serving open source, common refreshments is not permitted at this time.

If refreshments are desired, we encourage individuals to focus on individually wrapped, secure packaged food. Those passing it out should clean and wash hands frequently and wear gloves when passing food out.

Organizations can consult and make arrangements with Sodexo for refreshments.

- Can we host events or fundraisers where we cook and serve/sell our own food?

No, events or fundraisers where students cook, serve and/or serve their own food are not permitted on campus for Fall 2020. Any events featuring a buffet or open source is not permitted.

To ensure food safety, a Sodexo staff member may be required to serve food out.

- Are we allowed to put on fundraisers?

Yes, fundraisers can occur; however, some activities utilized in the past may not be permitted under current regulations (i.e. food sales, thrift shop events, other high contact point events, etc). It is advised organizations planning fundraisers consult with U&I Staff to determine if/how fundraisers can occur within parameters.

- Our organization does an off-campus fundraising event with an office campus partner. It involves students travelling to a location outside/around town. Will organizations be allowed to travel off-campus to events?

Currently, there is a travel restriction for all University-related international and non-essential domestic travel for faculty, staff and students. Designating travel as essential will only be made in extenuating and compelling circumstances and will be based upon the necessity of the proposed travel, including consequences of postponing travel and assessment of risks associated with the proposed travel.

Organizations need to weigh the risk of travel, and determine if they can do so safely. Some areas have travel limitations/quarantine requirements when traveling to or from the area. No University funds (i.e. FAC, Student Government, etc.) will be used to fund travel for student organizations.

It is important to note that anyone who chooses to travel may be restricted from returning to campus, depending upon the specifics of their travel. Public health officials recommend minimizing domestic travel to the greatest extent possible. When domestic travel is essential, follow these guidelines from the [CDC](#).

- Through what medium(s) on campus will we be allowed to advertise our organization?

Posting and Advertising Policies remain the same. Student organizations have the ability to hang posters, chalk on sidewalks (not bricks or vertical surfaces), hang banners, post on the Master Calendar and Truman Today, and much more. Organizations should be aware of touch/contact points when advertising.

- Will we be able to table around campus?

Publicity table space is being examined to ensure appropriate social distancing can occur in areas. Outdoor tabling is the most advised. There will be no publicity tables in the Student Union for Fall 2020.

- Will classroom speaking still be allowed?

Visiting classrooms to speak is up to the discretion of the faculty member. Given that class instruction is occurring in a variety of methods, this may not be the best course of publicity at this time.

Club Sports/Physical Activity Based Groups

- Will club sports be allowed to practice in the fall?

Club sports and dance based organizations can operate; however, they need to closely examine activities. Due the COVID and concern with transmission, we are not able to permit reservations for practices, games, etc. where the sport/activities is:

- a high risk/high intensity activity
- requires close contact
- and/or requires use of shared equipment.

If organization plans for practice can be developed to prevent the above and ensure appropriate measures are being taken (social distance maintained, masks if needed, no touching/shared equipment), reservations can proceed.

- If we are not allowed to hold practices due to COVID-19 and it being a close-contact, physical sport, will we be able to work out together like run or lift at the rec center?

Student can use the REC center within Rec Center stated operational guidelines. If members of a team want to convene there for workouts at a central time, that is fine; however, you should be mindful of capacities, limitations, and social distancing requirements.

- Will clubs that involve physical contact be allowed to participate in the fall?

Organizations will need to think of how activities can be adjusted for fall 2020 as close personal contact is not permitted in activities. These organizations can still operate, but with adjusted plans.

- Will the university allow club sports teams to travel for gameplay?

Currently, there is a travel restriction for all University-related international and non-essential domestic travel for faculty, staff and students. Designating travel as essential will only be made in extenuating and compelling circumstances and will be based upon the necessity of the proposed travel, including consequences of postponing travel and assessment of risks associated with the proposed travel.

Travel for gameplay is not advised. However, if you do organizations should consider where games are being played and check the level of exposure/number of active COVID-19 cases in the area. Some areas have travel limitations/quarantine requirements when traveling to or from the area. No University funds (i.e. FAC, Student Government, etc.) will be used to fund travel for student organizations.

It is important to note that anyone who chooses to travel may be restricted from returning to campus, depending upon the specifics of their travel. Public health officials recommend minimizing domestic travel to the greatest extent possible. When domestic travel is essential, follow these guidelines from the [CDC](#).

Enforcement/Cleaning/Tracing

- Are risk management policies going to change due to COVID-19 and if so, how can we view those changes? Will U&I be approving new Risk procedures?

All organizations must comply with University regulations related to COVID-19. Organizations should examine their own activities and operations for where modifications to their risk procedures need to be made.

U&I will not be “approving” risk procedures; however, staff are available for consolation and feedback.

- How are guidelines going to be enforced? Will there be enforcement, or will this be an internal risk management matter (e.g. University monitoring, conduct proceedings, etc.)?

If you notice individuals, specifically organizations, not adhering to University regulations, you should attempt to remind them of University regulations. If you are unable to do so, please feel free to contact U&I staff, Laura Bates (LBates@truman.edu) or Michael Facey (MFacey@truman.edu). Students or organizations that are continually are not adhering to campus regulations are subject to the Code of Conduct. Reports can be made to the Office of

Citizenship and Community Standards via email at occs@truman.edu or by contacting JD Smiser.

Some Code provisions applicable to the health and safety of individuals are:

- 8.050.8.3. Conduct that intentionally or recklessly threatens or endangers the health or safety of any other person(s).
- 8.050.22.3. Crowd size that exceeds such limits to infringe upon the rights and/or property of others and/or endanger those in attendance is prohibited.
- 8.050.22.4. Failure to provide adequate security personnel or other security measures in order to ensure the safety of those in attendance at an organization sponsored event is prohibited.

Miscellaneous provisions that you should be mindful of in planning and promoting an event, and/or managing an impromptu gathering:

- 8.050.13. Complicity
- 8.050.14. Social Host
- 8.050.15. Advertising and Social Media

Organizations should also develop internal protocols if members are not adhering regulations.

- Will we have funding or supplies available to us from the University for cleaning, or will any extra cleaning we do need be out of our own budgets?

Facilities will have limited cleaning supplies available. However, organizations should consider supplies they will need and be prepared to provide them in case they are not available. At this time, University funds will not be provided to organizations for cleaning supplies.

There will be cleaning supplies in academic classrooms for rooms to be cleaned in between classes. Supplies will remain and be replenished by Physical Plant Staff. Student organizations utilizing academic spaces should be mindful that supplies are to be available for class instruction.

The Campus Recreation Center and the Student Union are cleaned and maintained by staff in the respective buildings.

No matter your meeting location, you should inquire about cleaning schedules, supplies available, and resources you need to provide yourself.

- Is Truman or the organization going to be required to perform symptom checks prior to in-person meetings?

All students or attendees of organizational events/meetings should follow the Health and Wellness Guidelines outlined by the University which can be found online [here](#).

Encouraging members or attendees to do symptom checks or reflection on personal activity is important as well. Questions to consider having members ask themselves could include, but not be limited to:

- Have I been around anyone sick or diagnosed with COVID-19?
- Do I have a cough, shortness of breath, or difficulty breathing?
- Do I have a fever or chills?
- Am I fatigued?
- Do I have muscle aches, body aches, or a headache?
- Do I have a sore throat?
- Do I have recent loss of taste or smell?
- Do I have nausea, vomiting, or diarrhea?
- Do I have congestion or a runny nose?
- Have I traveled recently? Internationally or on a cruise ship in the past 2 weeks? (We are following the CDC recommendation that you quarantine for 14 days)

Advisors

- What should we be telling student organizations that we advise?

Advisors should be supporting organizational leadership in complying with applicable CDC guidelines, regulations laid out by the University (i.e. facial coverings, room capacity limits, etc.), Student Code of Conduct, state, local and federal laws. Organizations are going to need assistance in setting priorities on what meetings and/or events can occur in person versus alternative methods.

If you believe the organization you advise is non-compliant with University regulations, you are advised to consult with U&I Professional Staff. Staff can assist mitigation strategies or assist you with reporting concerning behaviors/activities.

Departmental student organizations should work directly with their sponsoring department to ensure appropriate compliance with University protocol.

- Who will communicate with student organizations and police their meetings to assure social distancing?

U&I Organizational Development team will be communicating with student leaders and advisors regarding resources and information important to their ability to operate.

Organizations are expected to follow all regulations, the Student Code of Conduct, state, local, and federal laws. There is not a single entity that will be “policing” meetings to ensure protocol is being adhered to. If staff, faculty, or students witness organizations being noncompliant, they should approach those not adhering and remind them of appropriate regulations. If the concern is severe, you are welcome to report concerns to U&I and/or OCCS.

- Do organizational advisors have additional responsibilities?

Advisors are expected to be engaged and aware of organizational operations. This should occur even when we are not in the midst of a pandemic. U&I asks advisors to be thinking of critical questions that can help students thoroughly think through their operational plans.

Faculty and staff advisors serve vital roles that ensure student organizations advance the mission of the University; comply with rules, laws, and regulations; and practice good risk management policies. When faculty and staff members make a good faith effort to fulfill their responsibilities, the University recognizes student organization advising as part of the job requirements of the employee. Advisors who are employees of the University are protected by Section 17.050 of the Board of Governor's Policy.

Advisors for Departmental Student Organizations should work with appropriate Department Chairs and/or Deans to determine operational limits of sponsored organizations.