

Student Organization Operations and Procedures for Spring 2021

Student Organizations include all Registered Student Organizations, Affiliated Student Organizations, Fraternity and Sorority Chapters, and Sport Clubs

The Office of Student Involvement understands that this is a unique and challenging time for all students. We appreciate the patience and creativity that student organizations have already shown in trying to organize events and meeting while following safety protocols. We are working hard to make the spring 2021 semester as productive, engaging, and as safe as possible for all of our students. As a result of the University of North Georgia's spring 2021 Reopening Plan regarding physical distancing and size of gatherings, all Student Organization activities and events were modified and still could potentially be suspended for the spring 2021 semester. Each event request and registration will be reviewed to identify questions or possible conflicts with this plan. Room capacity and availability will be limited and restricted due to physical distancing and sanitization requirements. We are providing guidance and resources to help students and Student Organizations engage and build community and a sense of belonging while still observing the requirements of our community standards. Listed below are some resources and specific examples of activities and events that should be modified and potentially suspended for the spring 2021 semester.

General Information

Capacity Limits

- In-person student events and meetings are currently capped at 50 participants, including organizers, and must be planned with physical distance measures. Even if spaces are reserved that have capacities of over 50 people, only 50 people are allowed per Governor Kemp's executive order. If/when parameters change, these guidelines will be updated accordingly.
- Events and meetings may employ an appointment schedule, rotation system, or reserve multiple locations if they need to accommodate more than 50 people.
- Student Organizations that conduct activities that cannot be socially distanced should refrain from such activities or modify activities accordingly. Wearing masks is not a substitute for failing to social distance. (i.e. partner dancing vs. individual dancing)

Resources for Student Organizations

- [Virtual Nighthawks Fest](#) (Student Organization Fair)
- UNG Connect Everything Form:
 - [Oconee Everything Form](#)
 - [Gainesville Everything Form](#)
 - [Dahlonega Everything Form](#)
- [Nighthawks Virtual Life](#)
- Student Organizations hosting in-person meetings and event are required to track attendance for all events and meetings via UNG Connect.

Student Organization Operations & Events

Office Hours

- The Office of Student Involvement will be staffed for regular office hours Monday-Thursday, 8 am-5:30 pm and Fridays, 8 am-3 pm.

- Student Organizations will be able to access resources available in the Office of Student Involvement, but at reduced capacities.
- Occupants must clean/ wipe down surfaces before and after use. Sanitizing spray and paper towels will be stocked by the Office of Student Involvement.

Student Organization Meetings

- Meetings should be held virtually in whole or in part. When allowed, in-person meetings are limited to the restrictions of gathering size, room capacities, and 6-feet of social distancing requirements. Any meetings with a requirement that members attend must have a virtual option.
- Attendance must be taken and uploaded in UNG Connect within 24 hours. Attendance will be used for contact tracing purposes when necessary. Any organization that does not comply with this will lose their reservation privileges.
- All in-person attendees must wear face coverings.
- Room capacity reductions will restrict the number of members who can be in a space for face-to-face meetings.
- Group organizers should make sure members and guests know that if they are sick or have been in direct contact with someone diagnosed with COVID-19, they should not attend face-to-face activities, events or meetings.
- Groups should provide the following information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19: *If you are experiencing symptoms associated with COVID-19, **you should not come to campus**. UNG students and employees should report COVID-19 exposures, symptoms, or confirmed cases using our [COVID-19 self-reporting form](#). Reports for students are routed to the Dean of Students. If you believe that you are experiencing symptoms of COVID-19 or have been exposed to it, please contact your healthcare provider. If you are having chest pain, serious difficulty breathing, or another type of medical emergency, please call 911. The State of Georgia has a COVID-19 hotline: (844) 442-2681. You may call this number for additional screening and testing information.*
- After a face-to-face student organization meeting concludes, an Office of Student Involvement staff member(s) will clean and use approved single-use disinfectant wipes for human touch points within meeting spaces, such as computer keyboards, public tables/counters, chairs, phones, and shared surfaces and items. This will occur for events held in the Student Centers on the Dahlonega and Gainesville campuses. In some cases, cleaning materials will be provided by the Office of Student Involvement to users of meeting/event spaces to clean the facilities after use. Student Organizations that utilize spaces outside the Student Centers should check out cleaning materials from the Office of Student Involvement to clean their reserved spaces and return those materials back to the office upon completion of meeting/event.
- High-demand facilities *may* have a limit of two events per semester per office or student organization to ensure that as many parties as possible are allowed programming space. These spaces are Hoag Student Center ABC Rooms, Hoag Student Center Auditorium, Nesbitt Building

Cleveland Ballroom, Gainesville Student Center Robinson Ballroom, and Oconee Student Resource Center Room 522.

Tabling

- Any person(s) tabling on behalf of their student organization must wear a mask due to the high traffic nature of these interactions.
- Organizations handing items out to students should wear gloves and it is strongly encouraged groups utilize QR codes to link to information when possible.
- Only two (2) people from the organization may table at any given time.
- Tables should be sanitized as best as possible between people changing shifts.
- You may not move your table for any reason as all tables have been placed to adhere to current social distancing guidelines.
- Tabling will be limited to the following:
 - One (1) in the Lobby- CMG
 - Six (6) on the Hoag Student Center Patio- DAH
 - One (1) on the 2nd Floor of the Hoag Student Center- DAH
 - One (1) in the Student Center Commons- GVL
 - One (1) on the Student Center Patio- GVL
 - One (1) in the Nesbitt Lobby- GVL
 - One (1) on the Quad- OCN

Events with Food

- Events with food must be served by UNG Food Service or be individually prepackaged.
 - Anyone serving food must wear a mask and gloves.
 - The purchase of food must adhere to campus catering rules.

Face Coverings

- Student Organizations should require face coverings for all events and activities that take place indoors, or those outdoors where physical distancing will be difficult to maintain. Physical distancing requirements are at least six feet between individuals.

Travel

- Student Organizations will not be allowed to travel and should look for virtual conference/competition opportunities.

Fundraisers/Charity Drives

- Bake sales are currently not allowed for fundraisers.
- Student Organizations may hold other types of fundraisers if they follow all University and CDC guidelines.

Off-campus events hosted by Student Organizations, Fraternities/Sororities, Affiliated Student Organizations, and Sport Clubs

- Student groups hosting off-campus events are expected to follow the current guidance from the [University System of Georgia](#) (USG), the [Governor's COVID- 19 Task Force](#), the [Georgia Department of Public Health](#) (GDPH), and the [Centers for Disease Control and Prevention](#) (CDC).

- We ask our students to make good choices and encourage behavior that helps prevent community spread of COVID-19. Face coverings should be required and physical distancing should be encouraged. Hand sanitizer and hand washing stations should be available.
- Hosting an event at a private residence that brings large numbers of people together who do not live in the same residence is strongly discouraged as this type of event has been shown to be a source of rapid community spread. For more information about this topic see: <https://covid19risk.biosci.gatech.edu/>.

Organizations with Inter/National Affiliation and Membership, Fraternities/Sororities and all other Inter/Nationally recognized groups

- Clubs and organizations that have membership with a coordinating Executive or Headquarters Office are expected to observe the requirements of those organizations as it relates to meetings, activities and events.
- If there is a difference in requirements, organizations are expected to observe the most stringent requirements or guidance received regarding meetings, activities and events.

Student Organization Advisor Guidance

- Student organization advisors should encourage the group and members to follow the guidance of the University and the State of Georgia regarding the prevention of spread of COVID-19.
- Affiliated Student Organizations should follow the guidelines of the Departments that support them as well as RSO guidelines.
- Encourage student members to be conscientious of the parameters of physical distancing and avoiding high risk activities and environments.
- Make your level of comfort with face-to-face meetings with the group clear. If you prefer to meet with them through virtual means, that should be an option. Please continue to meet regularly with organization leadership.
- Face coverings are required for face-to-face participation.
- Help students understand the importance of wearing a face covering and physically distancing themselves when that is not possible.

These guidelines are subject to being updated as [Governor Kemp's executive orders](#) are updated.