Registered Student Organizations COVID-19 Guidelines
August 20, 2020

We understand fall 2020 will look different for Registered Student Organizations (RSOs) and the Colorado State University Ram community due to COVID-19. To ensure the health, safety, and well-being of individuals, groups, and the collective CSU community, all RSOs will operate with strict parameters during the fall 2020 semester.

Student Leadership, Involvement, & Community Engagement (SLiCE) is committed to providing guidance and support to RSOs as we navigate day-to-day operations, meetings, events, and the challenges of the fall 2020 semester.

RSOs will be asked to follow the expectations and guidelines below during the COVID-19 pandemic. These guidelines may evolve as new information and guidance is received. We are asking organizations to be flexible and embrace these guidelines out of respect and care for one another and to safeguard the health of our campus community. This will require each of us to be flexible, innovative, and committed to engaging and supporting one another in the Ram community. As a Ram community we must remember: **Rams Take Care; Rams Take Action.**

Five Key Behaviors

1. Physical Distancing
    a. Keep at least 6 feet distance between yourself and others.
2. Avoid Gatherings
    a. Stay out of crowded places and avoid mass gatherings.
    b. Do not gather in groups, meetings, or events above the size indicated in the latest public health guidance.
    c. Together we can slow the spread of COVID-19.
3. Cloth Face Coverings
    a. When outside your living quarters, the wearing of face coverings (masks) over your mouth and nose by all individuals is required.
    b. My face covering protects YOU; your face covering protects ME.
4. Proper Handwashing
    a. Washing your hands with soap and water for 20 seconds helps to remove the virus from your hands. If soap and water is not available, alcohol-based hand sanitizer can be used.
5. Stay Home if Sick or Instructed to Isolate/Quarantine
    a. Stay home if you are experiencing flu-like symptoms, have a fever, or if you know you have been exposed to someone who has COVID-19. Refer to CSU COVID Recovery website for additional details and guidance.

*Complete the Daily Symptom Checker

General:

- A moratorium for all in-person RSO activities and events on-campus totaling more than 10 people will be in effect for the duration of the fall 2020 semester until further notice, unless approved by the Pandemic Preparedness Team. Consultation with SLiCE is required before seeking such approval.
- RSOs will be required to follow all university, local, state, and federal guidance for the health and safety of their members and the CSU community.
- RSOs are highly encouraged to develop an organization-specific COVID-19 response plan to mitigate any potential risk and/or exposure to the coronavirus.
- RSOs will be responsible for tracking attendance for contact tracing purposes at all in-person activities and events, including organization meetings, tabling on and off-campus, and gatherings of any kind.
- No food or drinks of any kind may be served at any RSO activity or event unless catered through a CSU entity on-campus or a third-party vendor off-campus.
- For Fraternity & Sorority Life and Sport Club organizations affiliated with Campus Recreation, it is highly recommended to check specific direction and guidelines that may further apply to your organization.

RSO Events:

- Because the health and safety of our students, RSO members, and the CSU community are of the utmost importance, it is highly recommended that RSOs plan to host all activities, events, and/or gatherings in an online or virtual setting during the fall 2020 semester.
- For RSOs wishing to host any in-person event, it is highly recommended to create a detailed event and organization plan. Please inform SLiCE staff (ali.raza@colostate.edu) as soon as possible when considering an in-person event.
- For any gathering in fall 2020, RSOs are encouraged to practice positive behaviors to promote health and well-being.
- RSOs affiliated with the Office of Fraternity and Sorority Life and Sport Clubs should consult with the appropriate professional staff.
- CSU's 'How To' Guide provides accessible information about physical distancing, wearing face coverings, hand washing, cleaning and disinfecting, and understanding symptoms.
- For an in-person event of more than 10 people to be approved on-campus, the RSO must be able to demonstrate the following:
    - Organization-specific COVID-19 response plan.
    - Event-specific plan detailing and not limited to location, set-up, event details, number of people, methods used to register or list of attendees in case contact tracing is needed, , length of event, and breakdown, controls to maintain 6 ft physical distancing, how the requirement of requiring face coverings is communicated, and any signage required is posted.
    - Adherence to university, local, state, and federal guidelines and policies that aim to protect the health and safety of individuals and the community at large.

    - Wearing of face masks or coverings, availability of extra masks, hand sanitizer or sanitation stations, and maintaining at least a six feet physical distance between attendees whenever possible.
    - An approved consultation with SLiCE, OFSL, or Campus Recreation.
    - An approved reservation from a verified CSU entity (i.e. Event Planning Services).
    - Approval from the CSU Pandemic Preparedness Team.
- For an in-person event of more than 10 people to be approved off-campus, the RSO must be able to demonstrate the same stipulations as stated above, and:
    - An approved reservation from a verified non-CSU entity.
    - Compliance with any additional guidelines and measures of the non-CSU venue related to the public health of the organization, its members, the venue, and the participants.
- Sport Clubs:
    - All guidelines listed above must be adhered to along with approval by the Campus Recreation Assistant Director, Sport Clubs.
    - Games/competitions are not permitted until further notice from the Campus Recreation Assistant Director, Sport Clubs.

<u>RSO Travel in response to COVID-19:</u>

- The only travel being considered at this time is essential travel, defined to "preserve the safety of a research subject and cannot be postponed; or preserve the results of a research activity and cannot be postponed."
- Travel to attend professional or educational conferences is defined as non-essential.
- The Travel Grant committee will not convene this academic year.
- Sport Clubs:
    - No travel (in or out of state) is permitted until further notice from the Campus Recreation Assistant Director, Sport Clubs.

<u>Tabling:</u>

- Tabling reservations on the LSC Plaza may be available to Registered Student Organizations (RSOs) and campus departments through LSC Event Planning Services on a first-come, first-serve basis.
- Clients will need to sign a confirmation with LSC Event Planning indicating that they will follow the requirements for distancing, tracking interactions, and using personal protective equipment, including masks.
- Any entity tabling on the LSC Plaza will be required to adhere to LSC and university guidelines. See general University guidelines at https://covidrecovery.colostate.edu/how-to-guide/ .
- There will be a total of 6 reservable tables on the Plaza for Registered Student Organizations or campus departments.
- Each table will be 20' apart from the other tables.
- Each table is at least 15' from the general flow of pedestrian traffic.
- Each table will consist of two tables together, forcing the interaction to be 6' apart.

- Each table will have a 3' x 4' acrylic barrier between the client and the guest for additional protection.
- Each table will be provided with a spreadsheet for the client to note the names and phone numbers of each person that they interact with.
- Tape will be used on the ground with signage to indicate where pedestrians should walk, keeping space between the tables and the general pedestrian flow.
- One chair will be provided for the client or registered student organization.
- A Registered Student Organization will only be allowed to have two members present at a time, while maintaining physical distancing.
- Any handouts will have to be placed on the table for people to take without interacting with the client.
- No food will be allowed.
- Signage at each table will indicate that face coverings or masks are required to interact with the client.
- Signage in general on the plaza will indicate masks are required per CSU.
- Client will be provided with face coverings or masks by the LSC to give to someone who forget theirs.
- Client will be instructed not to engage with anyone not wearing a mask or face covering and/or refusing to wear a face covering or mask.
- *Some University employees and students may receive an exemption for the face covering or mask requirement. These individuals have a letter or a stick on their ID from the Office of Equal Opportunity or the Student Disability Center. You may ask for verification if an individual shares that they are exempt from this requirement. If they do not have a letter or a sticker, you can direct them to the Office of Equal Opportunity or the Student Disability Center.
- Any entity tabling on the LSC Plaza will be required to pick up any loose material and trash in their designated tabling area.

Resources and Suggestions:

- Plan to host all virtual activities, events, gatherings, and/or meetings for the duration of the fall 2020 semester.
- Transition your event into a livestream, webinar, or another digital or virtual format.
- Consider audience, intent, purpose, and accessibility. Recommended platforms include:
    - Zoom
    - Microsoft Teams
    - RamLink
    - Facebook, Instagram or YouTube Live
- Our updated website (rso.colostate.edu) houses plenty of resources and guides on how to engage virtually with service recommendations, tutorials, fundraising opportunities, as well as access to utilizing marketing resources.
- Be sure to check out the Virtual Meeting Resources for tips to get you started.
- Visit RamLink for all the latest happenings and ways to support your RSO.

- Participate in the Virtual CSU Involvement Expo and learn how use Flip Grid at Flipgrid.com/csuexpo
- The LSC has provided several resources for hosting virtual meetings.
- The Vice President for Diversity has provided this guide for Inclusive Virtual Meeting Practices.
- SLiCE provides individual and group volunteer opportunities via the Service Happenings calendar and newsletter.

Additional Guidance and Resources for RSOs

COVID-19 and Health Planning:
RSOs are highly encouraged to examine their operations and make necessary adjustments to any and all activities, events, gatherings, and recruitment efforts in order to maintain the health and safety of every individual, the organization, and the greater CSU community.

Environmental Health Services can provide a public health approach to managing positive COVID-19 cases, potential outbreaks, and contact tracing. While an RSO can always contact SLiCE to be directed to the necessary CSU partners, RSOs can also work directly with CSU staff to address issues. You can contact public health staff at Environment Health Services by visiting the EHS website or by emailing ehs_public_health_office@mail.colostate.edu. For questions relating to COVID symptoms, contact tracing or other public health questions, you may call the COVID contact line at 970.491.4600.

CSU has a website on staying healthy, which provides essential guidance for the CSU community. This page includes additional resources on public health guidance, contact tracing, and the daily symptom checker (among others). All students and RSOs should become very familiar with the daily symptom checker as well.

If your RSO is approved by the Pandemic Preparedness Team to host any in-person activities, events, and/or gatherings of more than 10 people, ensure you have developed clear expectations and guidelines for the occasion, including: physical distancing, thoughtful locations for the events, face coverings / masks, hand washing, etc. Ensure these expectations are clearly communicated to anyone in attendance and that the RSO has accountability measures built in to enforce the expectations. Any activities, events, and/or gatherings on campus will require attendees to wear face coverings / masks and practice physical distancing of at least six feet. Violations of these expectations may result in a conduct process for individuals and/or the RSO.

You can continue to stay updated using the following resources:

- Subscribe to CSU's COVID-19 Digest email
- CSU's COVID Recovery Website
- CSU's Fall 2020 Plan
- Larimer County COVID-19 Website (includes guidance and public health orders)
- State of Colorado COVID-19 Website
- CDC COVID website

Academic Support:
Academic success for RSOs continues to remain a primary value for SLiCE. The fall 2020 semester will bring different challenges as students navigate a new academic model that blends online and in-person learning with adjustments to the learning community.

RSOs should consider the new ways they can uniquely support members in the coming academic year to meet the needs of the moment. Resources are provided below to assist student organizations and their members.

- On Canvas, CSU has curated study tips, resources, and information to assist students in their efforts to keep learning, regardless of class format (i.e. in-person, hybrid, or virtual).
- While sharing academic resources with RSO members, be sure to include the following CSU resources:
    - Accessibility Resources
        - Fall 2020 accessibility resources for students
        - Access and accommodations information
        - Report an access barrier related to a course
        - Report an electronic accessibility issue at the university
    - Basic Needs Assistance Resources
        - Information about food relief for Colorado State University community
        - In addition to sharing information about food relief, the Keep Engaging page provides safety, financial, legal, and municipal resources connected with CSU.
    - Health and Well-Being Resources
        - The CSU Health Network continues to provide a wide range of health and well-being services, both in-person and by phone and secure video conference.
        - Campus Recreation continues to offer Instagram live workouts, streaming workouts, meditation, mindfulness and yoga videos, and more.

Throughout the semester, The Institute for Learning and Teaching (TILT) will host a variety of academic workshops. Encourage your members to engage in these virtual programs. Learn more about the programs and services TILT offers by visiting https://tilt.colostate.edu/

Virtual Elections

Elections are key to the success to your organization. We encourage you to conduct elections as early as possible to ensure you have time to onboard new leaders and teach them about the responsibilities for their position. Elections should be conducted prior to completing the Annual Registration process in order to send incoming leadership to training sessions. RSO officers can generate student elections online through RamLink. RamLink is a resourceful platform to centralize your elections for consistency, equity, and transparency.

- Organizing Elections
    - Provide specific outlines of responsibilities and expectations for all positions so members and voters understand what is required of the position.
    - Communicate all aspects of the process to promote transparency about participation and decisions.

    - Create space for candidate to demonstrate their qualifications – this can be written or virtual deliveries.
    - Please plan ahead! Have members review positions and candidate information before the live stream and voting to prepare questions and save time.
    - Limit access to results to ensure election integrity.
- Virtual Campaign
    - Use a digital platform that works for your RSO to share election materials and host Q&As. Google Hangouts, Microsoft Teams, and Zoom are most common with many free and easily accessible features.
- Candidate Speeches
    - Live Speeches. During a meeting, dedicate 2-4 minutes for each candidate to present their speech. Try to have the candidate submit the transcript of their speech ahead of time so closed caption can be included.
    - Recorded Speeches. Before voting, have candidates record their speech and upload it to the platform of choice. Recording speeches can reduce technical errors that may occur during a live speech. Be sure to include closed captions.
    - Written Submissions. Candidates can write their speeches so that people can reference when voting.
- Creating Ballots through RamLink
    - Creating an Organization Election You can restrict the ballot's access to only members of your organization (make sure your roster accurate)
    - Adding Images to Election Choices Adding images or links can help provide members with the centralize location of the materials such as digital platform and position descriptions
    - Viewing Election Results Results, number of votes casted, number of voters, can be viewed directly on RamLink or exported
- After Elections
    - Announce the results to your membership and make sure the official results are in writing, meeting minutes are a great place for these details.
    - Start planning officer transitions! Find a time for exiting administration to train incoming leaders about the position. Check out the Transition Toolkit in the Documents section of SLiCE's RamLink.

RSO COVID-19 Response Plan

The following considerations have been detailed to support student organizations in creating their RSO COVID-19 Response Plan. These are designed to help organization leadership identify a plan for organization operations during the COVID-19 pandemic. All RSOs are highly encouraged to create a COVID-19 Response Plan and to detail this plan with all organization members.

Organization Considerations:

- What initiatives are essential to your organization's ability to pursue your mission?
- What is most important for your organization to focus on in fall 2020?
- What does a successful fall 2020 semester look like for your organization?
- What planning does your organization need to do to adjust for day-to-day operations?
- How does the size of your organization affect which activities, events, and/or gatherings you might have in-person and/or virtually?
- What health plans need to be in place for the RSO to operate in a healthy and safe manner?
- What new risks might be associated with the way your organization typically operates?
- How will you consider mitigating these risks?
    - Remember, specific plans will be required for all in-person activities, events, and/or gatherings
- What infrastructure will your organization put in place in order to meet the expectation that all in-person activities, events, and/or gatherings will track attendance?
- What aspects of your organization might be impacted by the necessary adjustments for the fall 2020 semester?
- What relationships exist for your organization on-campus, in a council, with a unit, department, academic college, or national umbrella organization?
- What are their expectations for your operations that must be included in your planning for the fall 2020 semester?
- How will your organization build and enhance connection, community, and relationship between members if unable to host any in-person activities, events, and/or gatherings?
- How will you welcome and bring new members into your organization?
- What are the promotional opportunities you have to showcase the RSO to incoming and existing students interested in your organization?
- What experiences should your organization try in order to adjust to the fall 2020 expectations, guidelines, and policies?

Membership Considerations:

- How will you keep your RSO members and the CSU community safe?
- How do you plan to communicate with and educate your RSO members about steps to mitigate and reduce any potential risk?
- How will you create expectations for your RSO membership responsibility and hold members accountable if they do not adhere to your organization-specific, university,

local, state, and federal guidelines (see the CDC's page on colleges and universities) when conducting the business of the organization?

- Are there RSO requirements from your bylaws or constitution that you may need to temporarily adjust or suspend in order to operate with flexibility under COVID-19 pandemic conditions for the duration of the fall 2020 semester?
- Do you know which RSO members will be returning in-person for the fall semester?
- How will your RSO engage members who have chosen to remain fully remote from the CSU campus for the duration of the fall 2020 semester?

Other:

- If your RSO has physical space that supports the business of the organization (office, locker, storage, house, etc.), what expectations will be established for the different spaces?
- If your RSO typically requires transportation for the essential business of the organization, how will you navigate safety practices under COVID-19 pandemic conditions for the duration of the fall 2020 semester?