



# Office of Student Activities

## Student Organization COVID-19 Procedures Spring 2021

It is our goal and responsibility to outline procedures for all student organizations at Ferrum College in order to promote the safety of the Ferrum College community and limit the spread of COVID-19 while still maintaining campus operations. The Office of Student Activities has adopted the following procedures for gatherings, meetings, and events. These procedures will remain in place until further notice and may be adjusted, accordingly, based on the conditions of the COVID-19 pandemic. These procedures are effective immediately, January 18, 2021.

### Meetings

Meetings are defined as a single or recurring membership gathering where the organization's business is conducted and decisions are executed to further the organization.

- **All student organization meetings will be conducted virtually in the spring semester, unless otherwise approved by the Director of Student Activities.**
- All student organization meetings are required to be reported to the Office of Student Activities via the Event Request Form on the Panther Connect web portal calendar, **ferrum.presence.io**, to allow new and returning students to connect to open meetings.
- In the rare circumstance an organization is approved to hold an in-person meeting, then all participants must wear cloth face coverings that fully cover the nose and mouth. In-person meetings are encouraged to be held outdoors, weather permitting, to maintain social distancing standards.

### Event Procedures

Events are defined as a planned public or social in-person gathering that is essential to the operation of the organization in order to pursue the mission of the group

- The Office of Student Activities requires all student clubs and organizations to submit all in-person and virtual events and meetings for approval via the Event Request Form through the Panther Connect web portal, **ferrum.presence.io**. Events will be reviewed and approved by both the Director of Student Activities and the Conferences and Events office. Events and meetings that are not approved are required to be held in virtual format.
- Events must be submitted two weeks in advance via the Event Request Form through the Panther Connect web portal, **ferrum.presence.io**. Failure to submit an event two weeks in advance will result in your request being denied.
- All approved in-person events and meetings are required to follow the procedures provided by Ferrum College, as well as all state and federal guidelines in order to ensure the safety of all participants and compliance with social distancing procedures. Find



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more information on the Ferrum College Stronger Together website

[www.ferrum.edu/stronger-together/](http://www.ferrum.edu/stronger-together/)

- All approved in-person events and meetings will require each student organization to submit a COVID-19 risk management plan during the event approval process which details how the group will implement the appropriate measures to comply with COVID-19, social distancing, and masking procedures
- All approved in-person events and meetings are subject to the implementation of a system to control and maintain the safe room occupancy capacity or up to 50 people, whichever is LESS
- Cloth face coverings will be required for all in-person indoor and outdoor department events and must cover the nose and mouth entirely to comply with social distancing procedures
- Organization advisors are required to attend all approved in-person events and meetings. If an advisor cannot be present at in-person events or meetings, then, at the discretion of the Director of Student Activities, the meeting or event may be cancelled or postponed
- No food or beverage (including homemade, pre-packaged snacks, drinks, or other small snacks) may be served or provided by a student organization during an approved in-person event or meeting
- Tabling opportunities (including fundraising events) in Franklin Hall will be suspended until further notice
- All approved in-person meetings, rehearsals, practices, or events for student organizations classified as a “performance group” will be limited to safe room occupancy capacity or up to 50 people, whichever is LESS, for in-person events
- New member initiation and other ritualist events hosted by a fraternity or sorority are considered events and required to follow safe room occupancy capacity or up to 50 people, whichever is LESS, for in-person events. Additional guidance from an organization’s national office may be provided and considered for the review process
- There will be no organization sponsored off-campus events or service events allowed until further notice
- The event approval process for all approved in-person events and meetings will take the campus facility and room type in consideration while reviewing any requests

Please note: **At any time, before or during, an event or meeting may be canceled for violation of these procedures. All procedures are subject to change according to state and college procedures.**