

Shippensburg University COVID-19 Student Organization Guidelines

This document is a temporary addition to the student life policies and procedures of Shippensburg University. This document centers around the functionality of ALL student organizations on campus (which are, but not limited to: Campus Registered Groups, SGA Recognized Organizations, Club Sports, Residence Life Organizations, religious organizations, MSA clubs and organizations, and academic club/organizations) in terms of programming, meetings, and overall operations.

Definitions/Conditions:

In-person events can only be executed provided that Cumberland County is in the “green phase” as determined by the Commonwealth of Pennsylvania.

- An **in-person event**, by definition, is the gathering of multiple people, planned or spontaneously, on the property of Shippensburg University.
- A **meeting** is a formal event with defined leadership and the purpose of completing business - financial, personnel, or planning.
- A **programming event** occurs when a group of people gather to participate in activities that further the group mission/goals
- A **practice** is a gathering of individuals coming together to rehearse, perform drills/exercises, and engage in activities with the pursuit of developing and improving skills in their club-specific activity or sport.
- **Event Sponsor(s)** can include persons within departments, organizations, or are advisors, graduate assistants, university employees, and student representatives.
- A **Clearing House Representative** is the advisor of an organization who is responsible for approval.
- **Shippensburg University staff** are assisting members of the University who may not be the event sponsor but will work in collaboration with the event sponsor.
- **Sponsoring Groups** include organizations who are supporting or working with the hosting organization/department.

Event Sponsor Responsibilities:

- A **reservation** must be made with the appropriate lines of communication (see contact list) before your event takes place. You must receive confirmation of a space per our standard procedure by the individual who is responsible for the facility reservations. Visit events.ship.edu to browse for space and to place a facility request.
- Once the event sponsor receives official confirmation on their venue they **must** immediately “**Create Event**” on the Campus Groups (ShipLink) platform. <https://www.youtube.com/watch?v=smRJWYsmhOE>
- Whether the event is a meeting, program, or practice - participants **must** sign in to each event. **Tracking attendance** is critical during this time. With safety and health guidelines it is essential to manage usage and attendance in spaces. This will assist university staff in the support of different scenarios. Tracking attendance can be easily done through Campus Groups (ShipLink). https://www.youtube.com/watch?v=qO8s11_5rk
- Event sponsors are encouraged to keep additional awareness of the number of attendees. This can be done through processes such as wristbands, tally counters, individual tally keeping, etc.
- An event sponsor needs to ensure **social distancing** (6 feet) is being followed **at all times by all participants**. While spaces throughout campus are all different and indoor limits may change at any time. The standard practice is the ability to be socially distant before number limitations in spaces.
- An event sponsor must ensure that all individuals have **face coverings** in accordance with all CDC, PA Department of Health, and University guidelines.

Student Group Expectations:

It is important that student groups create the necessary steps to help track attendance at events. This will help support the necessary health of the campus community and safety guidelines of the University.

Per the student group guidelines, any groups interested in providing food or drinks must do so by only using individually pre-wrapped items. **The use of food should be limited.** All individuals who are part of the group serving food must wear gloves, face masks, and maintain social distancing. It is necessary for the event sponsor to follow these steps to ensure health and safety are maintained for the group and their participants. Groups not following guidelines will have the opportunity to make corrective measures.

Any physical objects or items must be subject to proper sanitation and distribution. Proper distribution will include wearing protective equipment like gloves, using devices like tongs, and maintaining social distance. (Example: Instead of handing out bingo boards, you stock them on a table, people come by and pick them up. Then when the pile gets low, you as the event person will restock.)

Meeting Logistics, Requirements, and Recommendations:

Starting in the Spring 2021 semester, student organizations may begin meeting in the method that works best for them (virtually or in person). In order to meet in person, all participants must be able to provide proof of a COVID-19 test from the R3 Testing Center through the Shippensburg Portal of Point and Click. The student will get a virtual “passport” that can signal that a test happened within the appropriate timeline.

Note: ALL steps under “Event Sponsor Responsibilities” listed above MUST be followed for in-person meetings/events.

Note: Groups of 10 or less are not required to show proof of a COVID test.

Programming Event Logistics, Requirements, and Recommendations:

Starting in the Spring 2021, there is space now available inside the CUB in addition to the use of outdoor spaces. Space for in-person programming may still be limited with the COVID-19 room capacities. Room availability/capacities can be viewed at events.ship.edu when making a reservation.

At this time all in-person programming is limited to members of the campus community only. Any programming events that include members outside of the campus community (i.e. family, greater Shippensburg Community and other schools) should be virtual. The exception would be third party vendors assisting with a program provided their COVID mitigations are approved.

Groups are highly encouraged to reach out to Connie Gruver, CUB Administrative Assistant, (csgruv@ship.edu) or Raven Francis, Office Coordinator (rnfrancis@ship.edu) with questions regarding space logistics in the CUB.

Note: ALL steps under “Event Sponsor Responsibilities” listed above MUST be followed for in-person meetings/events.

All organizations are encouraged to use outside event spaces in addition to the available indoors spaces. The Pennsylvania Department of Education guidelines allow for outside gatherings of 250 people. *However, if you utilize this option, you must ensure that all social distancing and safety guidelines are followed as if the event were held inside.*

Fundraising Activities:

Similar to meeting and programming logistics, fundraisers, both on and off campus, need to follow strict COVID-19 guidelines in order to ensure safety for all of those involved. Fundraising permit applications still must be completed and approved by the SGA Administrative Assistant and SGA Vice President of Student Groups. (Note: Further approval may be needed by the Executive Director of the CUB and/or Executive Director

of Operations for the University before the SGA Administrative Assistant) In addition to the Student Group Guidelines, the fundraisers will also be approved/rejected based on their ability to mitigate the spread of COVID.

Practice Activities:

As the possibility of phasing in practice activities may exist for low-risk/low-contact programs, proposals outlining detailed practice activities will be required from student organizations. Organizations interested in engaging in practice activities, are asked to submit a proposal to the department with oversight of the student group, or in the absence of a specific department, to the group's advisor. SGA-recognized club sport programs will receive specific guidelines from *Melissa Hazzard* (mphazzard@ship.edu) in the Department of Recreation and Wellness.

Travel:

Currently no non-essential travel should occur, which includes but is not limited to conferences, workshops, trainings, events, retreats, practices, and tournaments. However, organizations requesting university-sponsored travel will need to submit a request in a proposal for review. *The proposal should be submitted to Emily Javitt* (ekjavitt@ship.edu) or *Mike Duignan* (mdduignan@ship.edu), approval will be given by additional parties as needed. Please know that approvals will be limited.

- Continue to think creatively of how to participate in additional ways. If you are unsure or have additional questions on plans for considering “university-sponsored travel” please contact Emily Javitt (Assistant Director for Engagement & Leadership) and/or Riley Brown (SGA VP of Student Groups).
- Only members of the recognized student organizations will be permitted to participate in club activities. Guests, visitors, and external groups are not permitted to be on campus at this time. This includes volunteers not affiliated with the university (individuals not identified as faculty, staff, or graduate students).

Disclaimers/ Scope Statements:

Please note this document provides the necessary steps to ensure safe and healthy practices to move forward with your group. These guidelines are subject to change because of continued changes to the COVID-19 virus. SGA and University offices will communicate changes in a timely manner, however student leaders are expected to keep up to date with changes/adaptations to these guidelines.

Certain groups on campus may have other guidelines or restrictions that are applicable based on their normal activities and programs. These groups may include, but are not limited to: clubs sports, performing arts and community service organizations. Groups with other guidelines will receive communication from Riley Brown and/or Emily Javitt.

Thank you for your understanding in this continuing changing time. Please note organizations that do not follow the expectations and guidelines set above, may be subject to disciplinary actions by SGA and/or the Office of Student Conduct. If you need clarification or have additional questions please reach out to VP of Student Groups Riley Brown at sgavpstudentgroups@ship.edu.

Together, as a campus community, we will work together through these challenging times in order to produce a campus climate that is fun, positive, and safe for our students. Let's work together to make this happen!

Contact List

- **Connie Gruver**, *Administrative Assistant*
 - csgruv@ship.edu
 - CUB reservations
- **Melissa Hazzard**; *Associate Director of Recreation and Wellness*
 - mphazzard@ship.edu
 - Reservations for all indoor and outdoor varsity athletic and recreation facilities.
 - Oversight of SGA-recognized club sport programs. Will work directly with club sport leadership and will review all proposals for club sport activity, including the possible phasing in of practice activities and travel.
- **Emily Javitt**, *Assistant Director for Engagement & Leadership*
 - ekjavitt@ship.edu
 - Student Group Services, questions, trainings
- **Javita Thompson**, *Director of Business Development and Partnerships*
 - jlthompson@ship.edu
 - Testing or questions related to the testing center in CUB Airport Lounge (Room 125)
- **Mike Duignan**, *Executive Director for Campus Life & University Union*
 - mdduignan@ship.edu
 - Questions about guidelines, limitations, and enforcement
- **Raven Francis**, *CUB Office Coordinator*
 - rnfrancis@ship.edu
 - Quad reservations, CUB operations
- **Riley Brown**, *VP of Student Groups*, Student Government Association
 - sgavpstudentgroups@ship.edu
 - Available resources, group status, expectations
- **Brenda Aristy**, *VP of Finance*, Student Government Association
 - sgavpfinance@ship.edu
 - Budget and spending requests

For more information and guidance please visit <http://www.ship.edu/coronavirus/>.