

“Rules of the Road” for student organizations planning events on campus

(note: subject to change based on evolving health guidance from university leaders and/or public health experts.)

In acknowledgment that the campus community is “all in this together”, and to support our commitment to think about others, the following are guidelines for organizing and attending social, campus and recreational activities in a manner consistent with the health and safety guidelines set forth by the university, state and local governments and the CDC.

- Each organization must complete an **Operations Programming Plan** explaining the organization’s plan to create safe and healthy opportunities to engage. Each program, meeting of the organization or intention to gather should be described and a plan for safe delivery outlined. The form for this plan is located on CampusGroups ([http:// cglink.me/s31520](http://cglink.me/s31520)) and will be reviewed by the department which directly supports or advises them.
- Operations plans for all clubs engaged in sporting activities need to be submitted to Tom Monagan, head athletic trainer at tmm147@case.edu for review by the Athletic department CoVid Action Team.
- Prior to completing the Operations Programming Plan, student organization leaders must reserve the appropriate venues (both indoors and outdoors) for the event as well as work with venue managers to assist the organization in outlining the health and safety measures that will be in place.
- The recommended size of an event is 15 attendees or fewer. All events must take place in settings where a minimum of six feet among attendees is assured. In the rare event that organizations would like to schedule an event larger in size they must first obtain use of an appropriate venue on/near campus (i.e.recommended that it is in walking distance of campus) consult with their advisor, develop a thorough health and safety plan and complete a **new Operations Programming Plan** ([http:// cglink.me/s31520](http://cglink.me/s31520))and submit to the Office of Student Activities & Leadership. This form will be reviewed
- All events should be for members of the Case Western Reserve University community only. No guests will be permitted.
- To be assured of the group size, all events reported on CampusGroups should include the number of intended participants.

<ul style="list-style-type: none"> ● Following University guidelines, <i>travel off campus is prohibited</i>. Small group outings engaged in close proximity to the campus or University Circle are permitted after consultation with a staff member in the Student Activities & Leadership Office.
<ul style="list-style-type: none"> ● No tabling will be permitted; indoors or outdoors.
<ul style="list-style-type: none"> ● In modeling the protocol with all academic classes, indoor dance and singing practices are prohibited.
<ul style="list-style-type: none"> ● Attendees should complete the daily health assessment prior to attending any event. Do not attend any events if sick or registering any symptoms of Covid-19.
<ul style="list-style-type: none"> ● Although we are highly recommending that all events take place outdoors, we also realize the need to gather inside university venues. Organizations must practice safe distancing. All safe distancing protocols must be in place in either space, and masks are mandatory when gathering indoors and outdoors (may be regularly updated in compliance with current City of Cleveland, Cuyahoga County or State of Ohio mandates).
<ul style="list-style-type: none"> ● All food served at events must be “grab and go” style; individually packaged or wrapped items of food prepared by a licensed food vendor. If individual items are to be distributed it must be by only one or two individuals wearing masks and gloves, practicing safe distancing.
<ul style="list-style-type: none"> ● Masks must be worn at all times whether an event is indoors or outdoor except within personal residence hall rooms and /or when alone in a room.
<ul style="list-style-type: none"> ● Organization leaders must adhere to cleaning protocols and use cleaning supplies provided in all areas.
<ul style="list-style-type: none"> ● Any attendees who are noncompliant with health and safety practices must be told to comply or leave any event.
<ul style="list-style-type: none"> ● Any organization interested in offering alcohol at events must indicate this on the Operations Programming Plan and engage in developing the appropriate risk management plan by filing an Alcohol Use Report (AUR) and working with the appropriate professional staff. These staff members are indicated in the AUR.
<ul style="list-style-type: none"> ● Special supplies to assist student organizations to successfully sponsor events or programs will be distributed through the Sparta Center. These include but

are not limited to spray chalk (to mark safe distancing), 6 Foot markers, megaphones (to assist coordinators or facilitators at the event), sanitizing wipes, plastic gloves , disposable masks, etc.

Here are available resources to guide you in your programming efforts.

State of Ohio Public Health Orders

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources/news-releases-news-you-can-use/>

Responsible Restart Ohio for Higher Education

<https://coronavirus.ohio.gov/static/responsible/Higher-Education.pdf>

Cuyahoga County Board of Health

<https://www.ccbh.net/coronavirus/>

City of Cleveland General Updates on Coronavirus

<http://city.cleveland.oh.us/04.08.2020COVID19Update>

Centers for Disease Control and Prevention

<https://www.cdc.gov>

CDC Considerations for Events and Gatherings

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>