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1.
As the University of Florida continues to move forward into the fall semester, The Office of Event Services would like to provide a guide for student organizations to aid in the management of virtual, hybrid and in-person events in response to COVID-19.

The fall 2020 semester will be conducted in-person and online with students living on-campus, and with facilities open. There will be strict physical distancing guidelines imposed limiting students to small groups, along with enhanced cleaning measures, and close monitoring of students and employees through UF Health Screen, Test, & Protect initiative. Face coverings are required inside campus buildings. As additional guidelines and policies are made at the local, state, and federal level, the University of Florida will communicate with student organization leaders.

As you utilize this guide, please contact EventServices@ufsa.ufl.edu with any questions you may have about hosting events.

**PREVENTING & REPORTING EXPOSURE**

It is important to take precautionary measures to reduce the risk of exposing yourself, your organization members and others to COVID-19.

The University of Florida and UF Health have implemented the Screen, Test, Protect initiative designed to slow the spread of COVID-19.

If you, someone in your organization, and/or an attendee of your event believes they have been exposed to COVID-19 contact the Student Health Care Center at (352) 392-1161 to discuss symptoms with a nurse or medical provider.

To assist with Contact Tracing, organizations will be required to keep the contact information of all attendees at in-person events for a period of one month. This includes but is not limited to first/last name, phone number, and email address of all attendees.
To protect privacy, contacts are only informed that they may have been exposed to a person with the infection. They are not told the identity of the person who may have exposed them.

The best way to prevent illness is to avoid being exposed to this virus, we ask that organizations assist us in supporting ongoing public health measures among their members.

**Face Coverings**
As part of an ongoing effort to keep a safer campus and in parallel with Alachua County’s Emergency Order 2020-21 and UF Health, the university is requiring all students, faculty, staff and visitors to wear mask or face coverings in university-owned, -occupied, or -controlled buildings and at outdoor events or gatherings held on university-owned, -occupied, or -controlled lands by all people older than 2 years of age.

**Physical Distancing**
Students, faculty, staff, and visitors must maintain a physical distance of 6 feet from others while on the University of Florida properties and in common spaces until further notice. Per the CDC, limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease (COVID-19). Many on-campus spaces will have altered seating arrangements in order to maintain physical distancing.

**Personal Hygiene**
Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.

Organizations are encouraged to also have an alcohol-based hand sanitizer available at any in-person meeting or event.

**Self-Quarantine**
Stay home when you are sick and avoid close contact with people who are sick.
MEETINGS & EVENTS

As we continue to encourage physical distancing, we recognize it is important for your organization to find ways to meet as a general body, executive team, and for special events.

For the most up-to-date COVID-19 guidelines please visit University of Florida Business Affairs website, UF Policy Website, and the Centers for Disease Control.

Below you will find resources available to your organization and recommendations on how to safely meet in a virtual, hybrid, and/or in-person format.

Virtual Meetings & Events
This can be done through several web-based video conferencing and online chat platforms.

Zoom
Available to all UF students, faculty, and staff and allows for meetings up to 300 participants. When using Zoom, the university encourages groups to utilize the password feature for added security.

For more guidance and tutorials on conducting Zoom meetings, please visit https://ufl.zoom.us/

Microsoft Teams
Allows organizations to create and share documents, host video conference meetings, and have conference calls all in one place.

Security
Keeping UF Zoom class/meeting sessions private and secure is a top priority. There are settings in Zoom you can enable to ensure the only attendees of your virtual meetings/events are authorized to do so.

To prevent uninvited guests from attending, limit unwanted disruptions, and block unauthorized sharing of your screen, UFIT recommends the following resources page. The resource is written for faculty, but are applicable for all meeting sessions: https://elearning.ufl.edu/keep-zoom-secure/student/
Hybrid Meetings

Hybrid meetings and events use technology to connect participants through both virtual and in-person methods. Consult with the venue coordinator to determine technology options and associated costs. Hybrid meetings and events allow organizers to reach a larger audience and include individuals who may otherwise not be able to attend.

It is important to remember this fall some full-time students may be in Gainesville, while others may be progressing with their educational goals remotely.

In-person Events

In-person meetings are permitted based upon appropriate capacity guidance and current health standards. Capacities will be limited in order to adhere to physical distance policies. Smaller rooms may not be used given the inability to appropriately physically distance in a smaller space with limited entrances and exits.

Permits are required for all in-person events held on campus, except for General Body Meetings. Permits are not required for virtual events. All events will go through a review process comprised of varying campus partners. Event permits serve as a student organization’s safety plan for programs hosted on campus and permits may be denied/cancelled if safety measures are not followed. If you are planning an on-campus event in the Fall, please be sure to submit your permit in GatorConnect no later than 15 business days (3 weeks) prior to the event date. Within the permit your organization will need to agree to comply with the Campus Events and Gatherings Policy.

If your organization has any questions as you fill out your permit please contact permits@ufsa.ufl.edu

Guidance and suggestions on how to host a virtual meeting can be found at:
- How to Host Virtual Meetings That Truly Engage Participants – Forbes.com
- How to Host an Inclusive Virtual Meeting – HubSpot

Additionally, when hosting virtual events consider incorporating your organizations social media pages into the event. Utilizing social media can help in spreading awareness of your organization and cause, this can be extremely useful during fundraisers.

ADA Compliance for Virtual Events

It is important to consider access and inclusion as you design events. We encourage you to have a process for students to communicate the need for ASL/Captions for your event if needed. Platforms like Zoom have built-in features to support accessibility. Student organizations can contact the Disability Resource Center for guidance on creating accessible events.

Closed Captioning

Capture every word said with closed captioning. Zoom integrates seamlessly with 3rd party closed captioning providers through Closed Captioning REST API.

Automatic Transcripts

Transcripts are automatically generated and synchronized to make it easy to search and review meetings recordings.

Keyboard Accessibility

Accomplish all major workflows with ease using a keyboard. Zoom supports Keyboard Shortcuts for easy navigation of Zoom features.

Screen Reader Support

User can utilize Zoom without a screen as the platform meets latest accessibility standards.
Event Attendance
To assist with Contact Tracing, organizations will be required to keep the contact information of all attendees at in-person events for a period of one month. This includes but is not limited to first/last name, phone number, and email address of all attendees.

Events with Food
Food and beverage service must comply with the restrictions and requirements established by the UF Office for Business Services (www.bsd.ufl.edu/catering). Note especially that event-related food service must minimize transmission risks:
- Eliminate self-service areas and shared-service buffets;
- Provide only caterer- or concessionaire-prepared individual servings;
- For table-service, ensure that servers use covered plates;
- Provide pre-packaged or pre-rolled utensils at place settings, and hand wipes;
- Provide single-serve canned or bottled beverages only;
- Offer only single-use condiment packets;
- Eliminate passed/shared items such as bread baskets, water pitchers, etc.

Outdoor Events
To expand options for programming, the Division of Student Affairs will have a large event tent on the north lawn. Reservation requests can be made through the Office of Event Services. Face coverings are required at outdoor events or gatherings held on university-owned, -occupied, or -controlled lands by all people older than 2 years of age.

Off Campus Events
Registered Student Organizations are encouraged to continue to follow physical distancing and mask guidelines while hosting off-campus events. All off campus venues must follow Alachua County’s Emergency Order 2020-21 requiring masks and physical distancing, especially in indoor space. We suggest where possible to utilize open-air venue options.
**TABLEING**

Tabling will be available this fall semester with specific parameters to promote the health of students.

Parameters include:
- Wearing face covering at all times
- Limiting to one organization representative at the table whenever possible. Maximum number of representatives should not exceed two.
- Maintaining 6’ physical distancing between all individuals.
- Providing hand sanitizer at the table.
- Using on-site event signage that includes university-approved print communications addressing mandatory face coverings and physical distancing in prominent locations. Organizations can utilize UF Health’s Ready-to-go Assets for event signage.
- Consider methods for contactless distribution of information and items.
  - Allow interested party to take item themselves from table, box, stand, etc.
  - Create a QR code to open a website leading them to the information.
  - Encourage them to take a photo with their phone of the flyer.
  - Invite interested party to a webinar or Zoom meeting.

**GATORCONNECT**

Now more than ever, leveraging GatorConnect for your student organization can be a valuable tool. Incoming students are being instructed to explore student organizations on GatorConnect, especially during an involvement consultation from the SAI Involvement Team members.

Please ensure your student organization information is up-to-date on your GatorConnect profile.

While GatorConnect does not have a feature that allows you to upload videos, you can include social media account links on your profile. We encourage you to post videos or visual information showcasing your organization via social media.

Remember that interested students can also email your organization officers through GatorConnect to learn more about you. To update your social media links, just log in to GatorConnect and click “Overview” when on your organization profile. You can also post announcements directly on your GatorConnect page.

**TRAVEL**

Registered Student Organizations are encouraged to limit travel to only what is essential to your operation. Prior to any travel, it is recommended to view the Department of State Global Health Advisory.

For organizations sponsored by UF departments or colleges, please review any travel plans with your advisor. UF sponsored travel may be limited at this time.

**OFFICER TRANSITIONS & RE-REGISTRATION**

**Officer Transitions**

As your organization has a change in leadership it is important to update your officers with Student Activities & Involvement. To request an officer update, have the outgoing President, Vice President, or Treasurer email SAI@ufsa.ufl.edu with your organization name, officer titles, student name, and UFID number (no spaces or dashes).

Once updated the new organization officers will have full access to the organizations GatorConnect dashboard.
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**Organization Re-Registration**
Organizations are required to re-register each year with Student Activities & Involvement in order to stay active. Fall 2020 re-registration is open on GatorConnect starting July 1, 2020 through September 11, 2020. As part of student organization registration application, student organizations have agreed to support and implement all university policies related to the development of positive norms associated to the use of protective face coverings, increased hygiene, reduction of risky behaviors and physical distancing in all meetings, events, and activities, whether in-person or online.

**STUDENT GOVERNMENT FUNDING**
Student Government Funding will be available to student organizations to utilize for virtual, hybrid, and/or in-person events. When submitting your Student Activity Request (SAR), it is important to note in the description what format your event will be taking place in.

For specific questions regarding SG Funding, please contact Student Government Finance.

**Docutraq**
To update your organizations officers listed on Docutraq please email SGFDocuments@sg.ufl.edu with your organizations name (as it appears in GatorConnect), and the first/last name, UFL email address, UFID Number, and phone number of your president and treasurer.

**TRAININGS AND RESOURCES**
Student Activities & Involvement now provides mandatory student organization officer training as part of the registration process.

This year that training will be available online. Look for further information and instructions from SAI.

**Virtual Resources**

**Office of Event Services**
Contact the Office of Events Services by phone at eventservices@ufsa.ufl.edu or 352-392-1645.

**Campus Events and Gatherings Policy in Response to COVID-19**

**Event Planning Safety Guide for COVID 19**

**Student Activities & Involvement (SAI)**
SAI is providing virtual services to assist students in finding involvement and service opportunities. SAI can be contacted at sai@ufsa.ufl.edu or by phone at 352-392-1671.

**GatorWell Virtual Services**
GatorWell has a number of workshops and courses that can be utilized individually or incorporated into your organization’s meetings and events.

**University of Florida COVID-19 Homepage**
Here you can find recent university-wide announcements, the Reopening Plan, and the UF Health Screen, Test & Protect initiative.

**Virtual Student Union**
Designed to be the digital hub for students with available resources, programs, and services.

**Student Government Finance**
Contact SG Finance by phone at 352-273-4441.

**Disability Resource Center**
Contact the DRC by phone at 352-392-8565.

**UF Help Desk**
To help with technology support, including Zoom, contact by phone at 352-392-4357.
EVENT PLANNING CHECKLIST

- Develop an event outline including event organizer’s information, staff contact list, schedule, and activities.

- Review UF’s event permit/planning and COVID-19 guidance. Commitment to following that guidance.

- Review of activity risks (close contact, active spectators, dance, music). Steps to mitigate those risks.

- Contact the desired venue to reserve space for the event. Staff will work with you to discuss your vision and review event and venue details including contracts, floorplan, allowable capacity, and event flow for 6-ft physical distancing.

- Review food and beverage service requirements (see University of Florida requirements at www.bsd.ufl.edu/catering/)

- Confirmation of supplies, and cleaning/sanitizing protocols, for attendee hygiene and health:
  - PPE (face-masks, gloves, gowns, etc.) as task-appropriate for on-site event personnel;
  - Hand sanitizer available to all participants and attendees throughout the event venue;
  - Appropriate cleaners and disinfectant as needed for all event equipment and materials.

- Actions for COVID-19 symptom response during the event:
  - Clear and accessible guidance for venue occupants who show symptoms;
  - Clear and accessible guidance for event staff reporting or responding to illness;
  - First-aid services and isolation rooms available on-site for the event.

- Develop marketing plan to advertise the event. Make sure your attendees are aware of any health and safety precautions or modifications.
  - Usage provides signs in the venue noting face coverings, 6-ft physical distancing, health awareness;
  - Event coordinator announcements during introductions with health-awareness expectations.

- Cleaning/sanitizing all event-related equipment and materials before, during, and after the event.

- Touchless check-in, health screening, and security checks at access-control points for the event:
  - Prop open entrance/exit doors during ingress/egress – Designate crowd flow directions;
  - Stagger arrival/departure times and other event activities to support 6-ft physical distancing;

- Contact rosters (names, phone numbers, email addresses, seating charts) for attendees and participants, kept for 30 days following the event, for COVID-19 contact tracing if needed as public health response.
All chapters are expected to adhere to state and local guidelines and mandates, and follow the guidance of the Centers for Disease Control and Prevention. Additionally, chapters are expected to follow University of Florida guidelines and expectations for the fall semester.

This guidance may change as the virus develops and research emerges.

An event hosted on campus, including at chapter houses, is expected to follow the “Campus Events and Gathering in Response to COVID-19” policy at minimum.

Any event in person must require pre-registration or onsite registration with contact information before the event as well as attendance at the event with contact information to support the contact tracing process, if needed.

**Chapter E-Board Meetings**
Recommendations: Due to the range in chapter executive board size and available space, conduct virtually.

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**Chapter Meals**
Recommendations: Chapters should work with food service vendors to have pre-packaged single-serving meals at the facility. Meal-time should be staggered to minimize the number of members in the dining area at any time. Chapters should encourage grab-and-go style meals for students to consume in their respective rooms or outside the house.

**Social Events**
Recommendations: Limit attendance of events to 50 people indoors and 250 outdoors with 6 ft physical distancing guidelines to reduce transmission of COVID-19. Provide education to members around virus transmission when it comes to sharing food, drinks, and smoking devices. Ensure physical distancing guidelines are practiced.
Requirements: All campus events will be reviewed by the Office of Sorority & Fraternity Affairs. Event permits must be submitted via GatorConnect within 15 days of the event to allow time for the permit to be reviewed by staff. Adhere to state, local, and University of Florida guidelines in place at the time of event. Third party vendors are to be utilized for food and beverage service.

**Philanthropic Events**
Recommendations: Adapt philanthropic efforts to passive and asynchronous campaigns instead of in-person events. Utilize outdoor venues. Limit attendance of events to 50 people indoors and 250 people outdoors with 6 ft physical distancing guidelines to reduce transmission of COVID-19.

Requirements: All campus events will be reviewed by the Office of Sorority & Fraternity Affairs. Event permits must be submitted via GatorConnect within 15 days of the event to allow time for the permit to be reviewed by staff. Adhere to state, local, and University of Florida guidelines in place at the time of event. Third party vendors are to be utilized for food and beverage service.

**Officer Transitions**
Recommendations: Incoming and outgoing officers are to meet virtually for both position-specific transitions and full executive board transitions.

Requirements: Adhere to state, local, and University of Florida guidelines in place at the time of event.

**Chapter Initiation and Rituals**
Recommendations: Chapters will need to discuss and adapt a COVID-19 physical distance plan with their inter/national headquarters.

Requirements: Initiation and Ritual are to be held virtually, unless approved by the Office of Sorority & Fraternity Affairs. If held in person, record a list of attendees for contact tracing. Adhere to all CDC, state, local and university policies at the time of the event.