

# University of Wisconsin-Eau Claire-Barron County

## COVID-19 Guidelines for Student Organization Operations and Procedures for Fall 2020



STUDENT ORGANIZATIONS INCLUDE ALL REGISTERED  
STUDENT ORGANIZATIONS, AFFILIATED STUDENT ORGANIZATIONS,  
FRATERNITY AND SORORITY CHAPTERS, AND CLUB SPORTS

As a result of the UW System Coronavirus (COVID-19) Interim Policy ([see UW System COVID-19 Interim Policy Resources](#)) and the [local health department orders](#) in place regarding physical distancing and size of gatherings, all Student Organization activities and events will be modified and potentially suspended for the Fall 2020 semester. Each event request and registration will be reviewed by University of Wisconsin–Eau Claire Event Services staff to identify questions or possible conflicts with UW System’s plan and the [local health department orders](#). Room capacity and availability will be limited and restricted due to physical distancing and sanitization requirements. We are providing guidance and resources to help students and Student Organizations engage and build community and a sense of belonging while still observing the requirements of our community standards and social contact. Listed below are some resources and specific examples of activities and events that should be modified and potentially suspended for the Fall 2020 semester. This document is an addendum to the current UW–Eau Claire policies, procedures, and student organizations handbook. Here is a link to the [UW-Eau Claire COVID-19 Informational Plan](#) and a link to the [Student Organizations Handbook](#) for your reference.

### Topics Highlighted

- ✓ Virtual Student Org Recruitment Fairs/Strategies
- ✓ Virtual Election Options
- ✓ Keeping Your Membership Engaged
- ✓ Student Organization & Leadership Center Operations
- ✓ Student Organization Annual Renewal Requirements
- ✓ Student Organization Meetings/Events & Tabling Guidelines
- ✓ Large-Scale Events & Campus-Wide Activities
- ✓ Student Organization Travel
- ✓ Student Organization Funding Allocations
- ✓ Student Organization Advisor Guidance Tools

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## STUDENT ORGANIZATION RECRUITMENT FAIRS & OTHER RECRUITMENT STRATEGIES

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1. Blu's Organizations Bash (BOB) will be held in a *virtual format* during the Fall 2020 semester.
2. Participating Student Organizations will be asked to develop and upload a short 2-minute (or less) video that will be shared through a YouTube Channel hosted by Activities, Involvement & Leadership (AIL). Videos will be organized into category playlists. Videos should be submitted to the unpublicized YouTube channel hosted by the AIL Office by Friday, September 4<sup>th</sup> to be vetted and released publicly by Wednesday, September 9<sup>th</sup> - *dates subject to change*. Organization playlists will be open and available on an ongoing basis throughout the fall semester. Information about the organization videos will be sent out to all students via email, social media outlets, website, and Blugold Connect portals.
3. Create a **Zoom** Meet & Greet room! You can also use the "**breakout room**" feature to split attendees into smaller group conversations.
4. Socials/Hangouts – Use **Zoom** to hang-out with your members/potential members. Chat, watch a movie together, show each other where you are staying.

*The status of the Spring 2021 BOB event will be determined later.*

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## VIRTUAL ELECTION OPTIONS

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[Blugold Connect](#) (hosted by *Presence*) has functionality that will allow you to virtually host your elections. Please see the instructions below:

1. Create a form within your organizations' Blugold Connect portal to list each candidate. Then host a *Zoom* meeting where candidates give their speeches and/or answer questions. Group members can vote in the election form after the meeting.
2. Ask each candidate to write a statement explaining their platform and answering any questions about their candidacy. Written statements can be sent to the person in charge of elections, who will copy and paste or attach each statement into the Blugold Connect Election form that you created. Group members can read the speeches and vote right in the form! For more details visit: <https://www.presence.io/solutions/run-manage-campus-elections/>.
3. You can also hold your elections via *Zoom*. Coordinate times for folks to speak their platform, offer Q&A time, etc. Use Blugold Connect for voting!
4. As a student at UW-Eau Claire, you have access to Qualtrics through LTS. In this system, you can build a ballot, ensure members can only vote once, and the site automatically tabulates your results for you. For more information on setting this up click [here](#).
5. Another option would be to use Google to create a form you can send to your members to vote electronically. Click [here](#) for a tutorial. It will be important that you conduct organization business such as new officers this fall so your organization can remain in good standing with the University and the Annual Student Organization Renewal requirements.

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## KEEPING YOUR MEMBERSHIP ENGAGED

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Just because you are not meeting in person does not mean you cannot keep team morale up! You can absolutely plan virtual icebreakers and teambuilders for your organizations and other engagement opportunities for your members. Following are just a couple ideas:

- a) Instagram Takeovers - Assign an officer or member a day of the week to take over the organization's account and re-cap "A day in the life of \_\_\_\_\_"
- b) *TikTok* - Make a fun video and challenge other organizations to do the same.
- c) General Q & A - Use social media to allow others to learn more about your organization and how to get/stay involved.
- d) Story Telling - Share pictures and videos letting others know what you did and accomplished this past year. Share stories of your officers, members, and advisors!
- e) [Virtual Icebreakers](#)

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## STUDENT ORGANIZATION & LEADERSHIP CENTER OPERATIONS - 220 Davies Center

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1. The Student Organization and Leadership Center will be open Monday-Friday from 9:00am - 5:00pm to ensure the health and safety of patrons.
2. Masks/face coverings are always required to be worn while visiting the space.
3. The Cedar and Pine organization meeting rooms will not be available (no reservations permitted).
4. The Student Organization & Leadership Center will limit the number of individuals allowed in the space at any given time to allow for physical distancing guidelines. The front desk staff will be monitoring the space throughout hours of operation.
5. The Student Organization & Leadership Center front desk will be staffed Monday-Friday from 9:00am - 5:00pm All requests or questions outside of those hours can be sent via email to [activities@uwec.edu](mailto:activities@uwec.edu).
6. The Student Organization Workshop will be limited to three (3) people at a time for **one-hour** increments Monday-Friday between the hours of 9:00am - 5:00pm. Groups must check in with the front desk staff to monitor occupancy and individuals utilizing the space. All participant names and emails will be collected for contact tracing purposes. Common surfaces will be cleaned and sanitized by front desk staff following the use of the Student Organization Workshop. The Student Organization Workshop will only be made available outside of business hours with prior approval from the Activities, Involvement and Leadership Office.
7. The Activities, Involvement, and Leadership Office space will be closed to [visitors](#). Staff and student workers will be available *by appointment only*.
8. Occupants must clean/wipe down surfaces before and after use including tables, chairs, computers, keyboards, printers, and any supplies utilized.
9. Sanitizing spray and paper towels will be stocked by the front desk. The front desk will submit an e-form to Facilities when new supplies are needed.
10. GSRC and Student Senate patrons will adhere to the same guidelines as all other patrons of the center.

## Student Organization Packages, Mail, & Lockers

1. The front desk staff of the Student Organizations & Leadership Center will notify the student organization president when large packages arrive for the student organization. Packages are stored behind the front desk in a locked cabinet.
2. Mailboxes should still be checked regularly/weekly, at a minimum, by a member of the student organization (all remaining mail items left after the end of the semester will be discarded/recycled).
3. Student organization lockers can be accessed during Student Organization & Leadership Center hours (9:00am-5:00pm Monday-Friday).

## Blugold Connect Usage

Card swipe reader reservations/usage is suspended for Fall 2020 semester.

Attendance tracking ideas/options:

- a) All meeting/event space reservations will be provided with an attendance tracking spreadsheet template that can be used.
- b) Create your event/meeting within your organizations' [Blugold Connect](#) portal and manually adding attendees as they arrive (your meeting/event will then automatically post to the Blugold Connect events app and you can export your attendee spreadsheet (and e-mail attendees directly afterwards).
- c) Using traditional pen and paper sign-in sheets, wiping off pens between each individual use, or providing individual pens and placing them in a box after each individual use.
- d) *SignUpGenius* – allows you to check attendees in at the event.

All recognized student organizations will still have access to their [Blugold Connect](#) portals and should continue to be maintained/updated by all RSO's (Recognized Student Organizations).

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## STUDENT ORGANIZATION ANNUAL RENEWAL PROCESS/REQUIREMENTS

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All currently recognized UW-Eau Claire student organizations will still be required to complete the Annual 2020-2021 Student Organization Re-Recognition requirements by **October 15th** to maintain recognition for the upcoming academic year. The requirements are outlined below as well as within the Student Organizations & Advisor Handbook:

- a) All student organization Presidents (other officers/members encouraged) must complete the Student Organization Leaders online training module (*Kaleidoscope*) – modules will be available within all presidents' Canvas accounts starting **September 2nd**. (If you are a current president and do not see this training within your Canvas account please notify the Activities, Involvement, and Leadership Office as your [Blugold Connect](#) contact information has likely not been updated.)
- b) Transition your organization via your Blugold Connect portal (must have admin access to the portal – contact the Activities, Involvement, and Leadership office if you need admin access.)
- c) **\*\*\*YOU WILL NOT NEED TO UPLOAD A NEW CONSTITUTION FORM THIS YEAR unless you have changes you would like to make to your constitution, or you are requesting to start a new student organization.\*\*\***
- d) Organizations that fail to complete the annual renewal requirements outlined above by the October 15th deadline will automatically be placed on inactive status. Inactive organizations lose all rights and privileges of a recognized UW-Eau Claire student organization.

Please be sure to keep your organization's information up-to-date in the [Blugold Connect](#) portal, if we have old contacts for your organization, they will not be in the know and your organizations' recognition for the upcoming academic year could be delayed or deactivated.

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## STUDENT ORGANIZATION MEETINGS, EVENTS, & TABLING GUIDELINES

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1. Student organization meetings and events should be held in a "REMOTE FIRST" approach where virtual options will continue to be *highly* encouraged.
2. Any in-person meetings should be conducted with 6' of physical distancing between participants with a virtual option for any individual uncomfortable attending face-to-face. All in-person meetings with a requirement that members attend must have a virtual option. Some virtual meeting platforms are *Zoom, Microsoft Teams, Google Meet, BlueJeans, Skype*, etc.
3. All in-person attendees must wear face coverings and practice social distancing.
4. Room capacity reductions across campus will restrict the number of members who can be in a space for face to face meetings. Event Services staff will assist you in which rooms and capacities are available to reserve.
5. **ALL attendees must check-in before each meeting:**
  - a. A QR code with instructions will be available outside all meeting rooms
  - b. Attendees may also complete tracking at <https://bit.ly/32ALkxv>
  - c. This will help with contact tracking in the event of an infection
6. Meeting organizers are responsible for tracking.
  - a. If you do not help with tracking, we may revoke your right to reserve space in the Davies Center for the remainder of the semester.

To review all Event Services policies and procedures please visit <https://www.uwec.edu/eventservices/>

7. Groups should consider hosting meetings/practices virtually or in smaller groups, in spaces that allow for physical distancing.
8. Groups should make sure members and guests know that if they are sick, they should not attend face to face activities, events, or meetings.

Groups should provide the following information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19. *If you are experiencing COVID-19 symptoms or if you need to be tested based on potential exposure, please contact your primary care provider or Student Health Service at 715-836-5360. You may be instructed to come in for an appointment or go to another designated testing site. If you need emergency care, you should contact 911 for ambulance transport to Mayo Clinic–Luther Campus or the nearest emergency room.*

### Meeting Space & Room Capacities within Davies Center

All student organization in-person meetings or events need to be confirmed through Event Services or *25Live*.

1. To check for available spaces and room capacities for student organizations meetings and events within Davies Center, please contact the [Event Services Coordinator](#) at least 21 days (three (3) weeks) prior to your event. Event Services is open Monday-Friday from 7:00am - 5:00pm, **by appointment only.**
2. All rooms are fixed setups for academic/classroom usage and **cannot be reorganized or moved** at this time. Exceeding capacity limits or reorganizing building equipment revokes the right to reserve space in Davies Center for the remainder of the semester. (*Spaces and room capacities are subject to change according to Event*

*Services guidelines and CDC recommendations.)*

## Guidelines for Holding Meetings/Events in Davies Center

1. All event attendees must wear face **mask**/covering.
2. All event attendees must always practice the six-foot social distancing guidelines.
3. All event attendees must hand sanitize entering and leaving event space (Event Services will supply hand sanitizer).
4. **ALL attendees must check-in before each meeting:**
  - A QR code with instructions will be available outside all meeting rooms
  - Attendees may also complete tracking at <https://bit.ly/32ALkxv>
  - This will help with contact tracking in the event of an infection
5. Meeting organizers are responsible for tracking.
  - If you do not help with tracking, we may revoke your right to reserve space in the Davies Center for the remainder of the semester.

To review all Event Services policies and procedures please visit <https://www.uwec.edu/eventservices/>

6. Event organizers and attendees are not allowed to move tables and chairs in the event space(s). Tables and chairs are only to be moved by Event Services staff.
7. Audiences for university events should be limited to students, faculty, staff, and administrators (no community members or [visitors](#) are permitted in Davies Center.)
8. No outside organizations are permitted to reserve space on campus, nor are the outside organizations permitted to be sponsored by student organizations or other university offices. This includes all politically affiliated organizations **and** candidates.

## Events/Meetings in Classrooms and other Academic Spaces

1. The ability to utilize classroom or other academic space will be limited due to restricted space/room capacity to maintain physical distancing.
2. The availability of classroom and other academic space will be limited because of cleaning, deep cleaning, and sanitization protocols necessary to facilitate academic meetings and activities.
3. All campus visitors must check in at the designated points throughout campus and must adhere to all stated guidelines - see the Visitor Policy.
4. No [community members or visitors](#) are permitted in academic buildings/classrooms.
5. **ALL attendees must check-in before each meeting:**
  - A QR code with instructions will be available outside all meeting rooms
  - Attendees may also complete tracking at <https://bit.ly/32ALkxv>
  - This will help with contact tracking in the event of an infection
6. Meeting organizers are responsible for tracking.
  - If you do not help with tracking, we may revoke your right to reserve space in the Davies Center for the remainder of the semester.

To review all Event Services policies and procedures please visit <https://www.uwec.edu/eventservices/>

7. Academic/classroom reservations can be made by visiting:  
<https://www.uwec.edu/blugoldcentral/faculty-services/reserving-academic-classroom/>

## Tabling Activities & Food/Bake Sales

1. No tabling will be permitted during the first two weeks of school as we allow time to understand traffic flow.
2. Tabling will be permitted starting **September 14th by reservation only** through Event Services staff in outdoor spaces only. Please email [unictr05@uwec.edu](mailto:unictr05@uwec.edu) or call 715.836.3341.
3. No indoor tabling will be permitted until further notice. Tabling without a reservation on the Campus Mall, Garfield Avenue, or outside of designated areas is strictly prohibited.
4. Tabling will be permitted by reservation only Monday–Friday, between the hours of 7:30am – 3pm in designated outdoor spaces only.
5. Designated tabling locations will be identified at a later date.
6. Tabling organizations should limit the number of org representatives to ensure six-foot physical distancing requirements are adhered to. Six-foot tape markings should be utilized for table patrons.
7. Tabling representatives **MUST** wear masks/face coverings at all times.
8. Tabling reservations must be made a minimum of 24 hours in advance and are not guaranteed.
9. No rain location can or will be provided. In the case of rain, clients will need to contact Event Services to reschedule.
10. Outside [visitors](#) are not allowed on campus. Tabling participation from the organization representative(s) side must be limited to university community only (approved off-campus co-advisors are permitted, however, they must follow Visitor Policy Guidelines.)
11. Must adhere to Event Services tabling reservation procedures.
12. No more than two reservations per week and six per semester for each student organization.
13. There will be a two-week rolling review of maximum number of tabling opportunities available and are subject to change. Clients will be notified of any changes.
14. FOOD/BAKE Sales are NOT permitted.

## Safety Procedures for Tabling Events

Safety precautions for tabling activities will mirror precautions for meetings and event inside the building, meaning:

- a) Adhering to six-foot social distancing guidelines (6-foot tape markings should be utilized.)
- b) Masks/face coverings are required for all table representatives.
- c) Hand sanitizer will be provided and highly encouraged to use.
- d) The act of giving away must be contactless, meaning items will not be handed directly out to students. Items must be placed on the table by organization and picked up by participant.
- e) Promotional items giveaway allowed only if contactless – NO FOOD ITEMS WILL BE PERMITTED.
- f) All mask/face covering sales must be approved by the [UW-Eau Claire Risk Management & Safety Office](#).
- g) Cashless fundraising is highly encouraged (*Venmo, Square, etc.*)
- h) Use of QR Codes or digital promotion is highly recommended over providing physical promotional materials or sale item. To learn more about these options visit: <https://www.qr-code-generator.com/> or <http://goqr.me/>

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## Student Organization Activities that Bring Guests to Campus

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### Visitor Policy

UW-Eau Claire will be a closed campus to outside visitors for the Fall 2020 semester. Additional information can be found in the [Visitor Policy](#).

### Speakers and Guest Lectures

1. At this time, guest speakers and lectures should be held as virtual events. No in-person speakers or lectures are permitted, and community members are prohibited from attending in-person events.
2. Physical distancing seating and face coverings are required for all attendees if there is a gathering to view the virtual event.
3. **ALL attendees must check-in before each meeting:**
  - a. A QR code with instructions will be available outside all meeting rooms
  - b. Attendees may also complete tracking at <https://bit.ly/32ALkxv>
  - c. This will help with contact tracking in the event of an infection
4. Meeting organizers are responsible for tracking.
  - a. If you do not help with tracking, we may revoke your right to reserve space in the Davies Center for the remainder of the semester.

To review all Event Services policies and procedures please visit <https://www.uwec.edu/eventservices/>.

### Events That Bring Minors to Campus

Suspended for Fall 2020 semester.

### Assistance Dog Socialization Activities

Assistance Dog Socialization Activities and other similar events are suspended for Fall 2020 semester.

### Events where Participants Share, Pass, and Touch Objects

Suspended for Fall 2020 semester.

\*\*\*Events such as board or video game activities may be held if there is no physical exchange of controllers, game pieces, cards, dice, or other objects. Participants must have the ability to physically distance from other participants. *This does not apply to activities sponsored by Recreation & Sports Operations.*

### Performance-Based Activities

1. In accordance with the State of Wisconsin, theater, singing, and dance activities with a face to face audience are suspended.
2. As the Wisconsin Orders change, this guidance will also change. Room capacity and the ability to comply with physical distancing and face covering requirements will impact when/where/how audiences are permitted to participate.
3. Practices for performance-based organizations should be held with strict physical distancing, face covering/face shield use, and no physical touching; should be held virtually when possible. (The Task Force on Dancer Health COVID-19 page provides some good [guidelines](#) to follow.)
4. Consider the use of outdoor space for practices or performances where members and others can appropriately physically distance.



5. Follow room capacity requirements and seek the largest space available if your practice occurs indoors. Contact the [Event Services Coordinator](#) for assistance.

## Dances

Due to physical distancing requirements and space/room capacity, all dances are suspended for Fall 2020 semester.

## Banquets and Other Catered Events/Meetings

Will be limited based on catering and building requirements. The recommendation is that banquets, philanthropy events, and luncheon/dinner type events be suspended for Fall 2020 semester.

Catering may be restricted regarding the number of people per round table and the type/style of service provided and will be considered on a **case-by-case basis**.

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## Off Campus Events Hosted by Student Organizations, Fraternities/Sororities, Affiliated Student Organizations, and Club Sports

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1. Student groups hosting off campus events are expected to follow the current local health department orders regarding event location/attendance/activity.
2. At this time, formals, socials, philanthropy activities, alumni gatherings, parent weekends, and most large-scale events that involve gathering at banquet or event centers are not permitted by the local health department orders. As this changes, guidance will change.
3. Events that do meet the parameters of the local health department orders should be conducted with the health and safety of members, attendees, and the vendors/staff of the establishment in mind.
4. We ask our students to make good choices and encourage behavior that helps prevent community spread of COVID-19. Face coverings should be required, and physical distancing should be strongly encouraged. Hand sanitizer and hand washing stations should be available.
5. Hosting an event at a private residence that brings large numbers of people together who do not live in the same residence is strongly discouraged as this type of event has been shown to be a source of rapid community spread.

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## Student Organizations with International Affiliation & Membership, Fraternities/Sororities, and All Other Internationally Recognized Groups

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Clubs and organizations that have membership with a coordinating Executive or Headquarters Office are expected to observe the requirements of those organizations as it relates to meetings, activities, and events.

If there is a difference in requirements, organizations are expected to observe the most stringent requirements or guidance received regarding meetings, activities, and events.

## Club Sports Specific Guidelines (Owned by Recreation & Sports Operations)

1. All Club Sport organizations should consult and follow the guidelines given to them by UWEC Recreation, their governing bodies, as well as the university and county.
2. Attention will be paid to contact level and the development in varsity athletics – these factors will impact in part the club sport activity. If practicing off-site, there will be additional guidelines that will need to be followed for that facility if they are given permission to practice by UWEC Recreation.
3. All Club Sports must consult and follow the guidelines given to them by their respective governing body as it relates to practicing safely. For specific applicable governing bodies please visit: <https://www.ncsasports.org/coronavirus-sports/club-sports-coronavirus>.
4. Clubs will be required to submit a “Return to Play Protocol” for approval prior to beginning any practice or skill development.
5. No sport club travel or hosting of competitions will be permitted.
6. All Club Sport organizations should consult their club safety officer, club sport coordinator ([Garrett Larson](#) – UWEC Recreation), and governing body representative with questions.

## Additional Face Coverings/Masks/Face Shield Guidance

1. Student organizations must require face coverings for all events and activities that take place indoors and those that are outdoors where physical distancing will be difficult to maintain.
2. Some members may not be able to wear a face covering and this should not prohibit participation. Please provide a virtual participation opportunity when possible.
3. Students with a documented exemption (provided through Student Health Service) may participate in face to face activities without a mask or face covering but should still practice physical distancing of at least six feet of space between themselves and others.
4. Face shields may be utilized in addition to face masks/face coverings, and not as an alternative.

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## LARGE-SCALE EVENTS & CAMPUS WIDE ACTIVITIES

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All large-scale events are cancelled, as well as any large-scale events that invite members of the public are cancelled for the upcoming 2020-2021 academic year. All other event requests will be considered as long as they can meet University guidelines - visit [2020-2021 Academic Year Interim Event Policy](#) for additional information.

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## STUDENT ORGANIZATION TRAVEL

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ALL University travel is prohibited for the 2020-2021 academic year. Exceptions may be granted by the respective divisional Vice Chancellor.

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## STUDENT ORGANIZATION FUNDING ALLOCATIONS

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What can your organization do with the remaining balance of your current (FY2020-2021) funding allocation award?

- a) Current seg fee funding award balances can be utilized to purchase org supplies or promotional materials. Please contact [Stephanie Pyykola](#) in the Student Senate office to assist you with your purchases.
- b) Initial funding allocation awards for travel must be re-purposed and approved by the Student Senate Office.
- c) Student organizations will be able to request Segregated Fee Funding for the upcoming fiscal year 2021-2022. Applications will be due **December 1, 2020** on Blugold Connect.

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## STUDENT ORGANIZATION ADVISOR GUIDANCE TOOLS

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1. Organization advisors are required to adhere to the same safety measures as all UW-Eau Claire students, faculty, and staff (including health monitoring app, face masks/face coverings, etc.)
2. Student organization advisors should encourage the group and members to follow the guidance of the University and the State of Wisconsin regarding the prevention of spread of COVID-19.
3. Affiliated Student Organizations should follow the guidelines of the departments that support them as well as Recognized Student Organization (RSO) guidelines.
4. Encourage student members to be conscientious of the parameters of physical distancing and avoiding high risk activities and environments.
5. Make your level of comfort with face to face meetings with the group clear. If you prefer to meet with them through virtual means that should be an option. Please continue to meet regularly with organization leadership.
6. Masks/face coverings are required for face to face participation unless there is a documented medical accommodation on file with UW-Eau Claire Student Health Service.
7. Help students understand the importance of wearing a face covering and physically distancing themselves when that is not possible.
8. Help students understand that some people cannot wear face coverings and should have virtual opportunities to participate.
9. Help students make thoughtful decisions about how to ask members or guests to wear a face covering.
10. Help them think of ways to include members or guests that cannot wear a face covering or wish to participate virtually.

For additional guidance or questions regarding information not covered within this document, please consult with your student organization advisor(s).

Other Campus Resources:

[Event Services Office](#)

[Activities, Involvement, and Leadership Office](#)

[Student Senate Office](#)

[Dean of Students Office](#)

[UWEC Recreation](#)

**\*The guidelines and suspensions of certain activities may be extended beyond the Fall 2020 semester based upon current recommendations/requirements from the Eau Claire Public Health Department and the State of Wisconsin\***