

**Student Programming During COVID 19**  
**Resources**



**Student Affairs**  
**Learn. Connect. Succeed.**



## **Hosting In-Person and Off Campus Events COVID Guidelines**

### **Student Programming Events**

Student events this fall will follow the guidelines of state and local health officials with regards to the limits on attendees. St. Thomas's policy regarding social distancing guidelines and requirement of face covering/masks will apply.

### **Planning and Organizing On-Campus Events**

The Division of Student Affairs recognizes the importance of students gathering together safely during the semester. To best accomplish this, we recommend student programmers, club officers and advisors adhere to the following policies and procedures when planning their events and activities:

- It is highly recommended to hold off any in-person gatherings unless necessary before September 20th. This is to help limit interactions during the first two full weeks of classes. Please connect with your supervisor/advisor regarding if your event should be held in person during this time.
- Mask/Face coverings must be worn at all times during the event.
- Participants must avoid close contact with other participants and maintain a distance of at least six feet apart from each other at all times (this includes entering and exiting the event venue). Close contact is defined as being within 6 feet of another person for 15 cumulative minutes.
- Organizations should not require in-person attendance at any official meeting, gathering, or event. If the meeting or event is required for membership, there should be a way for students and others to participate without being physically present. Event marketing should include the options for participants to join-in online
- The number of participants at an event or meeting must be in line with state, city, or [university guidelines](#). If those guidelines aren't in place, then attendance is limited by the venue's setup and ability to allow participants to maintain six feet of distance from each other at all times. Please note that most large meeting rooms on campus could be used as classroom space Monday-Friday, 7:30 a.m. – 9:30 p.m.
- Anything that can effectively be done exclusively online should be. A business meeting of an organization, for instance, should be just as effective online as in-person, so that should be done online. Other things (like a social event or activity) can be in-person so long as they can be done safely.
- In-person events must have appropriate signage outlining safety language for entering. Signage is available for you to check out at Tommie Central and the Campus Life Office. In addition, we provide a [jpeg file](#) for your own printing.

- Please connect with your supervisor regarding event kits that include hand sanitizer, Kleenex, cleaning supplies and signage.
- Everything should be no-touch. Swiping in and other attendance methods should be done in such a way that nothing is handed directly from person to person.
- Utilize [TommieLink](https://stthomas.edu/campuslife/clubs/): All student events should be entered into Tommie Link and the check-in app utilized. Using TommieLink will aid in capacity controls/attendance tracking. Sign-ups should be managed to maintain a strict maximum number of total/unique attendees.
  - Please visit: <https://stthomas.edu/campuslife/clubs/> and select Tommie Link Tutorials at bottom of page for information on setting up your event and using the check-in ap.
- Handouts should be given out in a safe, no-touch manner. Agendas, minutes, and other paper handouts should be provided virtually rather than printed and passed out.
- Food and drink (provided in single-serve or grab-and-go type packaging) must be consumed only while maintaining physical distancing. Attendees may remove their face masks/coverings only temporarily to eat and drink as needed.
  - All catering orders will need to be approved before accepted by Dining Services.
  - Registered Student Clubs and Organizations catering will be approved by Campus Life
  - Any department sponsored catering in Student Affairs will be approved by Vice President Karen Lange/Vice Presidents Office designee
  - Any department outside of Student Affairs must connect with their areas Vice President/Dean or designee for approval.
- Tabling will not be available in the ASC.
- Tabling outside can be done so long as participants maintain six feet of distance from each other and nothing is handed directly from person to person. The use of QR codes is recommended as opposed to traditional sign-up or sign-in sheets.
- Events can be done in stages or shifts to limit the number of participants at any given time.
- Organizations should feel free to not do their typical events. While something may be tradition, this is a good opportunity to think about innovation.

### **Social Distancing Guidelines**

- Students should avoid gathering in groups where social distancing cannot be maintained. Students should also avoid gathering in confined areas, including elevators.
- Face covering/Masks should be worn at all indoor gatherings.
- Gatherings should use technology for social distancing if meeting space is not available that allows at least 6 feet of distance between each participant.
- Students are expected to wear cloth face coverings (masks) in all campus buildings. Face covering/Masks are also required for any outdoor activities.
- Students should not use anyone else's phones, computer equipment, desks, workstations or other personal items, work tools and equipment. There are some situations where work tools must be shared. In those situations, students should take precautions to sanitize them between use.
- Common spaces in the residence halls, academic buildings and the Anderson Student Center will have furniture rearranged or restacked to promote social distancing.
- In campus buildings, doors and stairwells are designated for in and out, and up and down travel within the building. Please observe all campus signage pertaining to social distancing protocols.
- We ask that students become familiar and refer others to our [Contact Tracing protocols and guidelines](#). In partnership with the Minnesota Department of Health, the Center for Well-Being has developed a contact tracing protocol to include case investigations, quarantine and isolation of students who test positive for COVID-19.

### **Planning and Organizing Off-Campus Events**

The Division of Student Affairs recognizes that there may be opportunities to host events off campus. To best accomplish this, students must work with their advisors/supervisors to ensure safety protocols are followed and that students are able to travel, participate or gather safely and adhere to the following policies and procedures:

- All students joining a club must complete and Assumption of Risk waiver in Tommie Link (to be provided by General Counsel)
- A University of St Thomas staff/faculty member or hired student leader must attend off-campus events.
- Appropriate transportation must be arranged in advance. Please note that occupancy for busses has changed due to COVID-19.
- Any student attending an off-campus event must complete a waiver for off-campus events through Tommie Link. This will also assist in contact tracing for off-campus events.

## **Student Programming Training – Programming During COVID 19**

### **Student Leader Expectations**

- What does your work look like this fall?
  - Hours of work
  - In person and hosting online events
  - St Thomas Preparedness Plan
- Health and Safety Expectations
  - Health check
  - Face coverings
  - Social Distancing
  - Cleaning before and after
  - Common Good Occupancy
  - Importance of Contact Tracing with events
- Offices/Workspace Expectations
  - Observing Common Good Occupancy
  - Maintaining social distancing with fellow student leaders
  - If more than one person present in office, must wear face coverings
  - Wiping down surfaces before and after use

### **Hosting Events and Programs**

#### **In person events**

- Question to be answered/considered before moving forward with event/program
  - What is the current capacity approved for events?
  - What's the purpose or learning outcomes of the program?
  - Will implementing social distancing measures or attendance restrictions hinder the intended purpose or learning outcomes of the program?
    - If yes, then event should be reconsidered or moved online
  - What is your plan for implementing social distancing measures?
  - Have you communicated your plans with your entertainers, speakers, performers, etc.?
  - As guidelines from the state and CDC fluctuate, do you have a plan for reducing the size of your audience or move online as needed?
    - Could you expand the program to multiple sessions, spaces, or locations?
    - It is encouraged that all events have a virtual component to it, what is your plan for offering a virtual component or shifting online totally if needed to?
- Health and Safety of In-person events

## **Programming Considerations**

- Review COVID-19 guidelines with participants prior to the program. (mask requirements, social distancing, respiratory etiquette, hand washing/sanitizer use.)
- Provide COVID-19 reminders throughout the program.
- Require face coverings of all participants.
- 6' distance between all participants. (Consider taping off seats and rows to ensure 6-foot distance between seats.)
- Take attendance (no touch attendance, if available).
- Supplies need to be single use or sanitized after each use (e.g. pens, crafts, etc.)
- If breaking into groups, keep attendance for each group.
- Have individuals stay in one area of the room instead of walking around freely.
- Post posters use social media, email communication, etc. around symptoms of COVID-19 and health etiquette expectations.

- **During an in-person event**

- Setting up the event
  - Check in tables/scanning
  - Use appropriate signage
  - Room Layout (Common Good Occupancy)
    - Set-up to ensure social distancing
      - Tables and chairs
      - Grids/floor stickers/cones
- How do people enter/exit the event?
  - How to respectfully approach someone not wearing a face covering
  - Entering/check-in should be with no touch
    - Tommie Link event scanning
  - Please set up separate Entrance and Exit doors to allow for social distancing
    - Once the capacity is reached, please practice "one out/one in"
    - Student staff will need to check out students via Tommie Link as they leave and check in any additional
  - Determine traffic flow
  - Turn chairs or desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
  - Create distance between students in college or university vehicles (e.g., skipping rows).
  - Self-managing work area i.e. wiping down area before and after activity.

## **Mask Policy - "Friendly Challenge Language"**

### **Why we wear masks.**

- It is everyone's responsibility to encourage each other to honor the St. Thomas policy and governor's executive order to wear a mask or face covering.
- Not wearing a mask or face covering can affect the health of people in the St. Thomas community and beyond.

### **Things to consider.**

- Consider the possibilities. There are many valid reasons why people may not be wearing a mask- medical, on their way to get one on campus, forgot it at home, etc. Be generous in your dialogue.
- Consider the big picture. You are talking to another person, who like you, is experiencing thoughts and feelings about the world. Don't lose sight of people's humanity.
- Approach an individual with dignity, respect, and without judgement. Focus on how the lack of a mask or face covering impacts you and the health of the St. Thomas community.
- Be aware of yourself. If you are having a bad day, you may not be the best person to start the conversation.

### **How to begin the conversation.**

- Introduce yourself: "Hi, I'm \_\_\_\_\_. I am a \_\_\_student/faculty/staff\_\_\_. I am checking to ask if you are aware, we have a policy requiring everyone to where a mask indoors? If you don't have one, I can direct you to a location where you can pick one up."
- "Did you know St. Thomas requires wearing a mask in indoor public areas?"
- "The St. Thomas Preparedness Plan requires everyone to wear a mask indoors. Check with your supervisor for access to mask supplies."
- "It is a sacrifice to wear masks on campus, but it is for the common good that we do so."
- Do not engage in an argument if someone becomes defensive.

If an individual is non-compliant and becomes disrespectful and displays inappropriate behavior through a choice of language or actions, contact Public Safety 651.962.5100.

### **Meal / Dining Considerations**

- Wherever feasible, provide individually packaged meals or snacks.
- If meals are typically self-serve or family-style, plate each meal to serve it so that multiple people are not using the same serving utensils (e.g., have one person serve food to participants).
- Provide disposable plates and utensils

- Continue to wear a mask unless actively eating
- Social distance seating

## **Addressing questions or concerns regarding event policies**

- FAQ's
  - I don't want to wear a face covering
    - For the safety of all, face coverings are required to attend this event. If students continue to express concern, please let them know you are not able to allow them in for this event and that they have additional concerns or questions, they should contact your advisor/supervisor
  - What if people refuse to practice social distancing?
    - Physical distancing is required. The "program" may be held only if attendees can maintain appropriate physical distance given the nature of the activities contemplated. Consideration should also be given as to whether attendees will be stationary or moving around during the event.

## **Giveaways or Prize Pick-Ups**

- University Tickets or RSVP function in Tommie Link are online resources for students to receive a giveaway.
- Pick-ups can be scheduled and set up to allow for smaller groups and social distancing
  - Ensure you have a plan for any lines and set up expectations for social distancing
- For scanning, please utilize table-top clear protectors and do not touch another person's phone or scanning device.

## **Communication**

- [Tommie Link](#)
  - Tommie Link is an excellent event resource for students for programming available to all/designated groups
  - Provides opportunity to share online links, record online and in person attendance, rsvp options and opportunities for assessment
  - Tommie Link is developing additional virtual/engaging elements regularly
  - Event attendance scanning function
  - Can be used for marketing, pre-event messaging

- Different Involvement Paths and Theme-based Learning Paths are being tracked through Tommie Link. If your event is part of one of these paths, it will need to be in Tommie Link.

## **Virtual Programming**

- Utilizing University accounts for hosting events
  - Please make sure any event you are hosting is using a University sponsored/hosted platform
    - Examples:
      - Zoom
      - Kahoot!
      - Tommie Link
      - Microsoft Teams
      - YouTube
      - Facebook Live
      - Etc.
- **Taking Attendance**
  - Should be entered in Tommie Link as some events may count for a path or TBL/LLC event
  - Events should be only accessible to students with a St Thomas email address.
- Determine any end of event assessment
- Expectations for online behavior
  - Recommended to have a slide or opening screen with expectations
  - In most cases, there is no need to record any virtual event. If you do need to, please work with your advisor/supervisor to ensure you are following appropriate steps in notifying folks, gathering consent, etc.
  - The Student Conduct Code may be applied to behavior conducted online, via email, or other electronic mediums.
  - What to do if inappropriate behavior takes place/occurs during your online event.
    - Document name and remove them from the event.
    - If student continues to return, you can close the event to allow for waiting room for students to enter
    - Work with your advisor/supervisor to determine when/how they should be notified of issues.

## Contact Tracing Program

In partnership with the Minnesota Department of Health, the Center for Well-Being has developed a [contact tracing protocol](#) to include case investigations, quarantine and isolation of students who test positive for COVID-19.

The Contact Tracing Team consists of:

- Melanie Tucker, PhD, MCCHES, Director of Health Promotion, Resilience and Violence Prevention
- Lisa Voland, MSW, LICSW, Health Case Manager, Health Services
- Contact tracers: CDC trained employees and graduate students who will conduct contact investigations
- Care Coordinators: CDC trained graduate and undergraduate students who will provide care coordination (e.g. assess resources) to students in isolation and quarantine

Email: [contacttracing@stthomas.edu](mailto:contacttracing@stthomas.edu)

Phone: 651-962-6750

## Contact Tracing Process

If a student tests positive for COVID-19 and participated in one of your programs, you will be contacted by a contact tracer and will be asked questions about your program and the room setup and activities. If available, you will be asked to provide:

- An attendance sheet
- A description of your room set up. (e.g. students sat in the same seat for the entire class.)
- A seating chart with your participant's names.
- Were your students 6' apart during your entire class?
- If no, were they in close contact for less than 15 consecutive minutes?
- If participants were in close contact for more than 15 minutes (such as in a group activity) you will be asked to provide the names of the participants in each group.

The contact tracers will then contact the students who were in close contact with the identified student. Close contact is defined as being within 6 feet of an infected person for at least 15 minutes.

Additional resources

[Do's and Don'ts of Virtual Meetings](#)

[St Thomas Campus Preparedness Plan Website](#)

- [St Thomas Health and Safety Protocols page](#)
- [Individual Health and Safety Protocols page](#)
- [St Thomas Student Conduct Code](#)

## **Mask Policy - Friendly Face Covering Reminder Language**

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- "Did you know St. Thomas requires wearing a mask in indoor public areas?"
- "The St. Thomas Preparedness Plan requires everyone to wear a mask indoors. You can get one at Tommie Central, Campus Life Office, Dean of Student Office (refer individuals to departments.)
- "It may be an inconvenience to wear masks on campus, but it is for the common good that we do so."
- Do not engage in an argument if someone becomes defensive.