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Guidelines for Campus & Student Life Activities

GENERAL PROVISIONS – *in effect indefinitely*

The health and safety of the college's faculty, staff and students remains the top priority as events resume on campus in 2021. Every event creates risks for our community. Event organizers are encouraged to contact the college's risk manager for assistance in evaluating risks. Event organizers should be mindful of risks and consider all factors before planning an event. If there is substantial risk, planners should conduct the event virtually or in a hybrid of in-person and virtual means.

- + Masks must be worn by all participants at all times.
- + All persons on campus must practice physical distancing (of at least 6 feet from others).
- + College staff must be allowed to monitor the event.
- + Outdoor events are preferred over indoor events.
- + Event organizers must provide signage reminding participants of mask and physical distancing requirements and other applicable wellness precautions.
- + A touchless check-in process should be instituted to track attendance and maintain records for potential contact tracing.
- + All participants will be required to present the current result of their Daily Tracker at entry, and hosts are highly encouraged to implement temperature checks at the entry point.
- + Organizers should use single use/disposable printed materials (this includes nametags, table tents, handouts, etc.) and should limit personal items brought into any event.
- + High-touch surfaces should be sanitized before, regularly during and after each event.
- + Organizers should make provisions for the monitoring of entrances and exits to ensure safe capacity limits are not exceeded.
- + In addition to these guidelines, all persons are expected to abide by any posted guidelines or occupancy limits, which may be more restrictive than the guidelines listed here.
- + Organizers should develop a pre- and post-event sanitation plan for their space; organizers are encouraged to supply hand sanitizer and other sanitation products.

Wofford reserves the right to alter these levels and guidelines at any given time based upon the most up-to-date public health data and information.

OFF-CAMPUS EVENTS

Student organizations are strongly encouraged to host events on campus to provide for the health and safety of the broader campus community. Should an off-campus event be necessary, the following guidelines apply:

- + The event should be registered with the appropriate college office.
- + No more than five students should be gathered in any establishment off campus.
- + Masks must be worn by all participants at all times.
- + All persons on campus must practice physical distancing (of at least 6 feet from others).
- + All appropriate health and safety precautions must be followed where applicable.



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LEVEL 4 – HIGH ALERT

Campus activities should be paused and reassessed when the determination is made to enter Level 4.

- + In-person events are strongly discouraged, and every effort should be made to host events virtually.
- + Participants from outside of the college community are not permitted at any in-person event; only current students, faculty and staff are permitted.
- + Indoor events are strongly discouraged and should only be held when absolutely necessary.
- + Maximum capacity for in-person non-academic, non-athletics activity is 10 without prior approval.
- + Food and beverages are not allowed at any event.
- + Alcoholic beverages are not permitted at any college- or organization-sponsored event.

LEVEL 3 - ELEVATED

- + Virtual events are preferred to in-person events.
- + Participants from outside of the college community are not permitted at any in-person event; only current students, faculty and staff are permitted.
- + Outdoor events are preferable to indoor events.
- + Maximum capacity for in-person non-academic, non-athletics activity is 12 without prior approval.
- + Food and drinks should not be served at student organizational events.

LEVEL 2 – MODERATE

- + Participants from outside of the college community are permitted at in-person events, given that they complete a symptom checker and provide current contact information to event organizers.
- + Maximum capacity for in-person non-academic, non-athletics activity is 25 without prior approval.
- + Food and drinks should not be served at indoor events but *may* be permitted at outdoor events with prior approval from the appropriate college office(s).
- + Alcoholic beverages *may* be permitted to be possessed/consumed by students who are 21 years or older at student organizational events if organizers are granted permission from the Campus Life and Student Development staff.

LEVEL 1 – NEW NORMAL

- + Participants from outside of the college community are permitted at in-person events, given that they complete a symptom checker and provide current contact information to event organizers.
- + Maximum capacity for in-person non-academic, non-athletics activity is 35 without prior approval.
- + Individually packaged or pre-wrapped food and drinks may be served at events.
- + Alcoholic beverages *may* be permitted at events if organizers are granted permission from the appropriate college office(s).



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IDEAS & RESOURCES FOR EVENT ORGANIZERS

Understanding that a vibrant student life is foundational to the college experience, Wofford encourages students and event organizers to exercise creativity in hosting exciting events while respecting wellness guidelines and protecting community health. The following ideas and resources are provided for this purpose:

- + Event organizers are encouraged to employ a virtual pre-registration function to assist in respecting event capacity guidelines.
- + Event organizers are encouraged to employ staggered arrival/departure times for groups of participants to allow more community members to engage in the event; hosts should make plans to sanitize high-touch areas between groups.
- + Information on developing and carrying out a sanitation plan can be found here: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf.
- + For further assistance in planning safe events, contact the Office of Residence Life or the Office of Student Activities.

The form that students will use to apply to host an event on or off campus is being developed. The link to it will be posted in the Daily Announcements.

In order to further improve the social atmosphere and allow for additional opportunities of engagement, chartered organizations have the right to request reasonable exemptions of these guidelines. Requests for these exemptions should be submitted 14 days in advance, should list the specific guidelines for which exemptions are requested, and should be accompanied by a plan to mitigate risk.

The Campus Life and Student Development staff and Dan Deeter, director of business services and risk management for Wofford College, chair of the Return to Campus (COVID) Working Group, and any other faculty or staff members who may be affected will act on the request and notify the organization within 48 business hours whether or not the request has been approved.

Staff will work with student leaders to explore additional precautions and risk-mitigation practices for requests not immediately approved.

Division of Campus Life & Student Development

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