

University of Memphis
Student Leadership and Involvement
Phase I - In-Person Student Events



Considerations

- These recommendations will be in place for the remainder of the fall 2020 semester. Recommendations will be reassessed as university announcements are made about status changes related to Covid-19.
- We highly recommend and encourage student meetings, events, and activities to occur in a virtual space if possible. However, Phase I of in-person allows for small group interactions.
- No event shall exceed 25 people indoors or outside.
- All in-person meetings, events, or activities must have a safety plan and all events must be approved by the Office of Student Leadership & Involvement on TigerZone. Events should be registered on TigerZone two weeks prior to the event.
- RSOs hosting an in-person event must designate a member of the RSO to be an Event Monitor. The role of the Event Monitor is to ensure that event attendees are wearing mask and adhering to social distancing expectations.
- The RSO advisor of the sponsoring group must be present at any in-person event to assist student organizers.
- Food and catering guidelines will be under the direction of Chartwells. No buffet lines should be used, and all food should be prepacked with bottles and/or cans for beverage consumption.
- No outside guest/visitors will be allowed at student events, activities, and meeting except speakers, facilitators, or panel members.
- Student travel is currently prohibited. We will manage student travel on a case by case basis for student organization that are affiliated with a national organization that has a requirement to attend a conference or convention to maintain active status.

Types of Events	Examples	Recommendations	Personal Protective Equipment	Attendance & Guest
Meetings	RSO Meetings, department meetings, interest meetings, focus groups, team meetings, etc.	In person meetings are permitted based upon appropriate capacity guidance, based upon current health standards. Capacities may be limited to 25%, 50% or 75%, or depending on the ability to social distance in space. Large meetings should occur in a virtual format or some sort of hybrid thereof to accommodate social	Mask, hand sanitizer, and disinfectant wipes are required for any and all meetings, events, or activities that offers an in-	Events should have a pre-registration/ticket system in place. RSOs and Departments should consider using TigerZone’s RSVP features. Attendees should

University of Memphis
Student Leadership and Involvement
Phase I - In-Person Student Events

		distancing. No event should exceed more than 25 people.	person meeting option.	<p>sign in at the door to ensure proper contract tracing is available if necessary</p> <p>All in-person meetings, events, and activities are limited to UofM students, faculty, and staff.</p>
Retreats	Overnight retreats or meetings at a campsite, hotel, on-campus, or lodging facility.	No overnight retreats whether on or off-campus are permitted. Retreats should be reformatted to a virtual meeting if possible, or in-person meeting based upon appropriate capacity guidance, or a hybrid of the two to accommodate social distancing based upon current health standards. Capacities may be limited to 25%, 50% or 70%, or depending on the ability to social distance in space. No event should exceed more than 25 people.	Mask, hand sanitizer, and disinfectant wipes are required for any and all meetings, events, or activities that offers an in-person meeting option.	<p>Events should have a pre-registration/ticket system in place. RSOs and Departments should consider using TigerZone's RSVP features. Attendees should sign in at the door to ensure proper contract tracing is available if necessary</p> <p>All in-person meetings, events, and activities are limited to UofM</p>

University of Memphis
Student Leadership and Involvement
Phase I - In-Person Student Events

				students, faculty, and staff.
Speakers/Workshops/Lectures	RSO or Department sponsored event where there is a keynote speaker, panel, or group facilitator.	Speakers and workshops are permitted. Events must adhere to capacity guidelines or the reserved space. For events that pull large crowds, departments/RSOs should consider hosting more than one session or offering a virtual/streaming option for attendees. No event should exceed more than 25 people.	Mask, hand sanitizer, and disinfectant wipes are required for any and all meetings, events, or activities that offers an in-person meeting option.	<p>Events should have a pre-registration/ticket system in place. RSOs and Departments should consider using TigerZone's RSVP features. Attendees should sign in at the door to ensure proper contact tracing is available if necessary</p> <p>All in-person meetings, events, and activities are limited to UofM students, faculty, and staff.</p>
Campus-Wide Tabling	Recruitment tables, awareness tables, petition tabling.	Tabling is permitted outside. No indoor tabling will be allowed. There can only be 1 person working the table at a time to effectively social distance. Marks/tape should be placed on the ground to indicate 6ft of distance. There should no exchange of food,	Mask, hand sanitizer, and disinfectant wipes are required for any and all meetings, events, or	Limited to UofM RSOs, departments, students, faculty, and staff. Any outside tabling must be sponsored or

University of Memphis
Student Leadership and Involvement
Phase I - In-Person Student Events

		snacks, or drinks that it not bottled or packaged.	activities that offers an in-person meeting option.	hosted by a campus constituent
Campus Recreation & Intramurals	Campus recreation and sporting events.	The recreation center is open. Workout sessions must be approved in advance and will be limited to 45 minutes. Intramurals activities are now online. For more information visit www.memphis.edu/campusrecreation .	N/A	At the discretion of campus recreation department.
Campus Events	Banquets, game nights, movie nights, dances, parties, concerts, festivals, sporting events races, new member presentations/probates, fashion shows, mixers, pageants, yard shows.	Organizational activities are permitted based upon appropriate capacity guidance, based upon current health standards. Capacities maybe be limited to 25%, 50% or 75%, or depending on the ability to social distance in space. Activities must be 100% contactless. All RSO in-person events or activities must be approved by the Office of Student Leadership & Involvement on Tiger Zone. No event should exceed more than 25 people.	Mask, hand sanitizer, and disinfectant wipes are required for any and all meetings, events, or activities that offers an in-person meeting option.	Events should have a pre-registration/ticket system in place. RSOs and Departments should consider using TigerZone's RSVP features. Attendees should sign in at the door to ensure proper contract tracing is available if necessary All in-person meetings, events, and activities are limited to UofM

University of Memphis
Student Leadership and Involvement
Phase I - In-Person Student Events

				students, faculty, and staff.
Student Travel	Off-campus conferences, workshops, conventions, seminars, formals, etc.	Student Travel is not permitted. Students are encouraged to participate in virtual experiences that do not require physical attendance. This applies to individuals and groups.	N/A	N/A
Athletics	Tailgating and sporting events related to the University of Memphis Athletics program	Details TBA. Organizations will adhere to guidelines from Athletics and associate partners	TBA	TBA