



ACO COVID BLUE PHASE REINTEGRATION PLAN (EVENTS & FUNDRAISING)

Approved by VP of Enrollment Management and External Relations, Julie Rosenthal – August 25, 2020

Associations, Clubs, & Organizations (ACOs) - Please note that these are the approved guidelines for the BLUE PHASE and will be used until further notice. When the phase changes, the plan will be modified and you will be notified. While we understand that this plan is not ideal, Student Affairs as well as ACOs are expected to plan programs & events around guidelines designed to ensure the safety and well-being of our RVU community. We want to be transparent with this information so that your energies and efforts are focused on virtual or outdoor activities, rather than on planning events that have the risk of getting cancelled due to COVID.

PLEASE DO NOT GO TO THE CRT with any proposals or plans for your events. You must go through the Student Affairs Director of Student Life for your events.

Phase	Inside of the Building	Outside – On Campus	Community Outreach/ Volunteering
Blue "Guarded Risk"	VIRTUAL ONLY Fundraising - Pick Up/Drop Off (VENMO only) *Must complete Event Approval Form w/COVID plan (included in the EAF)	Groups of less than 25 *Must complete Event Approval Form w/COVID plan (included in the EAF)	Virtual, Hands Off *Must complete Event Approval Form

YOU MUST SUBMIT A FUNDRAISER/OUTDOOR PLAN IN THE EVENT FORM

Items to include in a fundraising/outdoor COVID Plan:

1. How are you going to social distance? (include diagram, if necessary)
 - a. Avoid mass gatherings
 - b. Facilitate drop off/pick up of products/supplies
2. What is the plan to avoid in-person contact when handling items?
 - a. Include sanitation plan for cleaning any tables or items (before and after)
 - b. If food, how will it be distributed? *ONLY PREPACKAGED FOOD ALLOWED – NO HOMEMADE FOODS.*
3. How will you ensure the appropriate student gets his/her own order? (fundraising only)
4. What PPE gear will be required? Face masks, gloves, etc.
5. AN ATTESTATION FORM MUST BE COMPLETED AND TEMPERATURE TAKEN FOR ANY PERSON ENTERING THE BUILDING **AND** BEFORE PARTICIPATING IN ANY OUTDOOR ACTIVITY.
6. Who will be the Safety Officer who will assume responsibility for ensuring compliance of the COVID Plan? *(Any reported breach of the plan will result in a professionalism issue and a visit with the Associate Dean of Student Affairs.)*

Example of facilitating drop off/pick up for a Fundraiser:

Student Organization ABC conducted their virtual fundraiser online, and all students paid the treasurer via VENMO. After this was done, the following plan was submitted:

- 1. Social distance:** Two ABC executive board members will arrive around 12:15 to organize the mugs in alphabetical order for each class on their respective pick-up days.
- 2. Reducing in-person contact when picking up items:** Mugs have already been labeled with students' first and last names with tags on string, and we will make sure names are clearly visible.
- 3. How we will ensure that students received their order:** Students who bought the mug will be required to take a picture of their mug (**as soon as they pick it up**) and post it to the ABC TEAMS page (as a form of verification/receipt). An executive board member will monitor to make sure that everyone who purchased a mug received it.
- 4. Sanitation & PPE Gear:** Table has been requested from the facilities department to place near the security area. The ABC organization members will wipe down the table prior to setting up the mugs. The students setting up all the mugs will be wearing masks and gloves. After the event is over, the student leaders of ABC organization will ensure that the table is cleaned before it is returned. Student leaders will email facilities and thank them for the usage of the table and request it to be placed back.
- 5.** All students will follow the proper guidelines by filling out the **Attestation form** prior to entering the building and wearing their masks and maintaining social distance guidelines.