Spring 2021 On-Campus Meetings & Events Policies

Stonehill is committed to providing robust and engaging campus experience for the spring. Our 70+ student clubs and organizations contribute significantly to the life of the College and will continue to do so. The following policies provide student organizations with mandatory guidelines for meetings and hosting events in person. For more clarification or additional information on these policies, please contact the Office of Student Engagement. All policies are subject to change.

Registration of Meeting and Events

All student organization meetings and events (henceforth collectively called Events) must be registered and receive approval before events can occur. This registration must happen in two places:

1. Event space must be approved on 25Live, through the standard room reservation process. The link to this can be found on the myHill homepage.
   a. All space requests will continue to be evaluated individually in accordance with the most current policies and procedures. The College has worked through every space on campus to ensure physical distancing guidelines are met and maintained.
   b. Room capacities are updated in 25Live according to space capacity regulations. There is a limited availability of large campus spaces due to some spaces being converted into classrooms.
   c. If organizations are not able to find a space big enough for their needs, they must postpone, cancel, or limit attendance.

2. Events must also be submitted through a Microsoft Form that will go directly to the Office of Student Engagement. This form can be found HERE.
   a. If the Event is approved, OSE may request a space diagram to show how the student organization plans to hold its Event.

Events must receive approval from BOTH the Office of Student Engagement and Conference & Events before the Event is approved to happen. Additionally, student organizations should meet with their advisor before submitting both forms to ensure the plan to enforce all policies to hold an event.

While Events can happen in person, it is still encouraged that student organizations consider meeting virtually, especially if not everyone in your organization is available or comfortable meeting in person. While we see a great benefit in physically getting together, we also know that meetings are richer if all participants can be involved in group decisions.

Meetings in Person

Student organizations who choose to meet in person are required to follow room capacities noted in 25Live. It is expected that guidelines on physical distancing are followed. After the Event is confirmed by both the Office of Student Engagement and Conference and Events, these policies must be followed for in-person meetings:
- No members of the group who are sick or feeling ill should attend the Event.
- All used areas of space are to be sanitized before the event can begin.
- One person must be designated to take attendance on their own device or piece of paper.
  - This list of participants must be emailed to studentengagement@stonehill.edu no more than 12 hours following the meeting.
  - If pen and paper are used for attendance, one person should take attendance, that person must be noted, and the penmanship must be legible.
- No common source of food (e.g., pizza out of a pizza box) is allowed at the Event. If food is allowed in your space, it must be individually wrapped.
- At the conclusion of the Event, all used areas must be sanitized before leaving.

As of January 11, 2021, the Commonwealth of Massachusetts allows no more than 10 people to be allowed in an indoor space for any social reason. Events outside can have a maximum of 25 people.

Specialized Meetings in Person

There are some student organizations that are more specialized in their Events, such as theater, singing, dance, and club sports. Club sports must adhere to the policy set forth by Athletics. With the spread of COVID-19 heightened by performance-based activities, there are very strict guidelines that must be followed for any event to happen in person. Singing and dance based student organizations must adhere to the following:

- Must always wear facemasks—singers are recommended to have singer specific face masks
- Must need to be at a minimum of 15’ apart
- Rehearsals should not last much more than 30 minutes, with 30-60 minutes of time between rehearsal sessions to air out the space

It is highly recommended that student organizations with this focus to meet virtually. If policy were to change regarding this, room capacity, the ability to be physically distant, and face covering will impact when, where, and how organizations are permitted to hold these meetings.

Involvement while Remote

Students choosing to be Remote can continue their involvement within their student organizations. In addition, students serving in Executive Board roles may maintain these roles. It is important to note that all SGA and student organization attendance requirements are still expected to be met, even if remote. Student organizations with Remote membership should make every effort to ensure these students can still participate in meetings and, if possible, club events. Students who are Remote are not allowed to come back to campus for any Events.

Events with Contractors & Guests

As standard, all Contractors coming to campus for service require a contract. These contracts must be submitted to the Office of Student Engagement no later than THREE WEEKS BEFORE the Event. Contractors must follow the College’s Visitor policy to be allowed to perform on campus.

Guests are not allowed at any Events until further notice.
Tabling

Student organizations can request a table in the Roche Dining Commons for the Spring 2022 semester. Policies can be found below:

Requesting a Table

All Commons tables must be registered and receive approval from the Office of Student Engagement. Requests should be submitted at least two (2) business days before the event, and can be found here: Commons Table Request Form.

Three (3) tables are available for use in the Commons and will be approved on a first come, first served basis. They are as follows:

- One (1) in the Upper Commons by the Sodexo cash registers & bulletin board
- Two (2) in the Lower Commons by the fish tank

Guidelines

Tables may only be requested when either the Information Desk or Office of Student Engagement are open. Those times are as follows:

- Monday-Thursday: 8:30 a.m. - 7 p.m.
- Friday: 8:30 a.m. - 9 p.m.
- Saturday: 12 - 9 p.m.
- Sunday: 12 - 7 p.m.

Only one person can be present at each table, unless individuals can sit at opposite ends of the table and stay 6 feet apart. For the Lower Commons, all individuals must also be at least 6 feet away from the second table.

Any giveaways (e.g., flyers, food, giveaways) must be approved by the Office of Student Engagement and food items must be pre-packaged. It is recommended that anyone giving away items wear gloves.

Tables must be wiped down before and after use, and hand sanitizer should be present at the table. If wipes or hand sanitizer are not available, ask the Information Desk if they have any for use.

Masks must always be worn for the entirety of tabling. Because of this, food is not allowed to be eaten while sitting or standing at the table.

Only Stonehill affiliated student organizations, offices, and departments will be allowed to table.
General Events Policy

Regular Event policies must still be adhered to for approved Events. In addition, new safety policies must be followed. If student organizations do not adhere to these policies, the event will immediately be canceled, and future events may be in jeopardy. The guidelines for Events are as follows:

- Any Event deemed social in nature will be limited to a maximum capacity noted above in the “Meetings in Person” section.
- When possible, there should be a singular entry point for everyone attending the Event. At this entry point, students should scan a QR code registering for the event. (Please note: All members of your group planning the Event are also required to register.) These QR codes will gather names of attendees so, if needed, contact tracing can occur. For students who cannot scan the QR code, there must be someone from the student organization at the entry point who can give the student a form to complete before entry.
  o QR Code signs may be obtained through the Office of Student Engagement on the day of your Event. These should be requested by emailing studentengagement@stonehill.edu.
  o If a singular entry point is not possible, multiple signs must be placed around your Event, and a continuous notification must go out requiring people to register for the Event.
- Before the start of the Event, the student organization must sanitize all areas being used. If there are high touch areas, these areas must be sanitized several times throughout the Event.
- Participants must follow College policies regarding physical distancing and masks.
- A plan must be made for any lines that may occur at the event, with the goal of each person in a line being 6 feet apart.
- Any handouts or giveaways should be limited to virtual options such as QR codes or other available applications. Giveaways are permitted if they are single touch and distributed one at a time.
- Events that encourage attendees to gather closely together or touch shared objects such as inflatables, carnival rides, and games are not allowed. However, some games may be considered with approval from the Office of Student Engagement if there is a way to sanitize touch areas between uses.
- If there is a performer, there should be a 20-foot buffer between them and the audience. Performers are to be limited in their contact with members of the Stonehill community and must follow all Visitor guidelines.
- While not required at this time, it is highly recommended that event spaces with limited capacity are ticketed or accepted pre-registration.

Please note that these policies may change based on campus climate and student organizations following these guidelines. Our goal is to allow student organizations to function and thrive, while still providing a safe campus environment for our community.

Updated January 11, 2021