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Executive Summary

Recognizing the vital role of student engagement in the successful recruitment, enrollment, retention, and graduation of students, the University of South Carolina Aiken (UofSC Aiken) is committed to providing outreach, engagement, and event programming. Hosting activities on campus during the global pandemic will require special attention on the part of event planners. In the following pages, requirements and recommendations for meetings and events in the following key areas: health and safety protocols, physical distancing best practices, and safe catering arrangements are described.

A summary of the Fall Semester 2020 Student Engagement Plan highlights is listed below.

GENERAL

- Anticipates a broad reopening of campus for the Fall 2020 semester.
- Applies to all UofSC Aiken facilities.
- Reflects input from students and professionals representing the Health Center, Counseling Center, Student Life, Housing and Residence Life, the Student Government Association, Aramark Food Service, the Operations Department, the COVID-19 Coordinators, and other stakeholders.
- Follows evolving local, state and federal guidelines.
- Remains flexible, scalable and adaptable as circumstances and guidance change; regular updates will be provided through <https://www.usca.edu/pacer-ready> and other websites.

STUDENT LIFE

- Priority to present activities and events in a manner that will promote a healthy and safe campus environment.
- Face covering and physical separation requirements for in-person activities and events.
- Focus on gathering and capacity limits in accordance with the Governor's Executive Order and Accelerate SC Guidelines as well as recommendations established by national higher education associations (i.e. National Association for Campus Activities, Association of College and University Housing Officers - International).

RECREATIONAL SPORTS ACTIVITIES

- Priority to conduct recreational sports activities in a manner that will promote a healthy and safe campus environment.
- Focus on individual and small group activities rather than whole team activities.
- Focus on gathering limits, capacity limits, and physical separation in accordance with the Governor's Executive Order and Accelerate SC Guidelines as well as recommendations

established by national higher education associations (i.e., National Intramural and Recreational Sports Association).

Fall Semester 2020 Student Engagement Plan Introduction

From being among the top 10 reasons students choose a college to being vital to maintaining persistence to graduation, events and activities are essential ingredients to successful recruitment, enrollment and retention. While traditional face-to-face interaction is irreplaceable, COVID-19 requires us to be nimble in our planning and to make a serious and sustained commitment to integrating virtual experiences into our outreach, engagement and event programming. Hosting activities on campus during the global pandemic will require special attention on the part of planners and venues. In many ways, events during this time will be significantly changed from what we are used to at UofSC Aiken. However, these changes are necessary to continue to facilitate a safe environment for our campus community. This plan will focus on providing the requirements and recommendations for safe meetings and events in the following key areas: health and safety protocols, physical separation best practices, and safe catering arrangements.

If you are planning an event or meeting at UofSC Aiken, the university offers the following guidance. Remember this is an evolving situation. Let your participants know that the event might need to be postponed or canceled at the last minute. Flexibility is going to be a key attribute for success in event planning during the pandemic.

Guiding Principles:

As a public university in South Carolina, our plans will be driven by prevailing gathering restrictions and social distancing guidelines as established by the [Center for Disease Control \(CDC\)](#) and [South Carolina Department of Health and Environmental Control \(DHEC\)](#). This policy is fluid, as it is based on what is currently known about the [Coronavirus Disease 2019 \(COVID-19\)](#). As new information on the disease is released, the policy may be changed at any time. Please reference [UofSC Aiken's COVID-19 Response](#).

Planning Scenarios:

Experience to date suggests five alert level scenarios. (For more information about each alert level, please see [Ready, Set, Return](#).)

1. Red Alert
 - a. No activities are allowed on campus due to stay-at-home orders issued by the Governor's Office.
 - b. Only essential employees are allowed on campus, and all instruction, events and programs are online/remote.
2. Orange Alert
 - a. Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.

- b. Attendees must wear face coverings in accordance with the provisions set forth in [UofSC Aiken's Ready, Set, Return](#) and the [City of Aiken's Mask Ordinance](#).
 - c. Gatherings are limited to 50% occupancy of the event space or 10 participants, whichever is less.
3. Yellow Alert
- a. Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.
 - b. Attendees must wear face coverings in accordance with the provisions set forth in [UofSC Aiken's Ready, Set, Return](#) and the [City of Aiken's Mask Ordinance](#).
 - c. Gatherings are limited to 50% occupancy of the event space or 50 participants, whichever is less.
4. Green Alert
- a. Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.
 - b. Attendees must wear face coverings in accordance with the provisions set forth in [UofSC Aiken's Ready, Set, Return](#) and the [City of Aiken's Mask Ordinance](#).
 - c. Gatherings are limited to 50% occupancy of the event space or 250 participants, whichever is less.
5. White Alert
- a. Vaccines and/or highly effective treatments are in place.
 - b. Operations on campus return to new normal.
 - c. More information about this level will be provided once vaccines and/or highly effective treatments are approved and widely available.

Disciplinary Sanctions

Student sanctions for violations of the university's Interim COVID-19 policies and protocols shall be in accordance with the [Non Academic Code of Conduct](#) and should be referred to the Office of Student Life for appropriate actions.

RED ALERT GUIDELINES

RED ALERT LEVEL:

- No activities are allowed on campus due to stay-at-home orders issued by the Governor's Office.
- Only essential employees are allowed on campus, and all instruction, events and programs are online/remote.

All student engagement activities should be held remotely/online using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). These activities include, but are not limited to, organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to activities that can be completed by the individual (e.g., conditioning, individual sports, and eSports).

These guidelines apply to both on-campus and off-campus events.

ORANGE ALERT GUIDELINES

ORANGE ALERT LEVEL:

- Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings in accordance with the provisions set forth in [UofSC Aiken’s Ready, Set, Return](#) and the [City of Aiken’s Mask Ordinance](#).
- Gatherings are limited to 50% occupancy of the event space or 10 participants, whichever is less.

Where feasible, student engagement activities should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). These activities include, but are not limited to, organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to activities that can be completed by the individual (e.g., conditioning, individual sports, and eSports).

These guidelines apply to both on-campus and off-campus events.

In-Person Engagement

While the university is committed to community engagement, it is prudent that during the COVID-19 pandemic, programs and events held on university grounds and facilities may need to be changed (virtual or hybrid) in order to prioritize the health and safety of the university and local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.

Events that must be held in-person because they are critical to the mission of the organization, must abide by the guidelines below. These events, which are considered to be vital to the success of the organization, include business meetings, trainings that include a “hands-on” component, and member inductions. Social events are not considered to be mission-critical.

During Phase I, only members of the UofSC Aiken community may attend in-person events. The UofSC Aiken community includes currently enrolled students, faculty, staff, organization advisors, and sport club coaches.

Event Guidelines

1. All Events

- a. Events that are not “mission-critical” to the organization should be held virtually instead of in-person.
 - b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits, and be prepared to move the entire event online in the case there is a change in event policies.
 - c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken’s Ready, Set, Return and the City of Aiken’s Mask Ordinance.
 - d. Attendance is limited to members of the UofSC Aiken Community (e.g., current students, faculty/staff, current organization advisors/coaches).
 - e. There must be six (6) feet of physical separation maintained between all attendees throughout all events.
 - f. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted.
 - g. For events with seating, ensure that at least six (6) feet of physical separation is maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard style to ensure the required six (6) feet physical separation is maintained.
 - h. All organizers must submit a one-page health and safety protocol to Paul Crook, chair of the COVID-19 events planning committee at paulc@usca.edu. Protocols must be submitted at least one week in advance. An example protocol can be found in the appendix section of this document.
 - i. Events should use the Presence App to help with contact tracing. For more information about how to use Presence, please contact Christian Medders at christianm@usca.edu.
2. Facilities and Occupancy
- a. All events/gatherings must be registered with and be approved by the appropriate space schedulers through [25 Live](#) who will inform registrants of the health and safety requirements of this policy. No unit or organization shall hold or host in-person gatherings that exceed the capacity limits required by the [AccelerateSC](#). [25Live](#) indicates the current allowable capacity for all facilities on campus.

- b. The university has adjusted the capacity limits for all facilities to meet the [AccelerateSC](#) guidelines.
 - c. Capacity limits are available on [25Live](#).
3. Food and Catering
- a. Individual snacks/meals are to be provided in complete units such as bags, boxes, individual water bottles, etc. **OR**
 - b. When food is not served in individual complete units, it must be served by an Aramark staff member (e.g., plated meals, cafeteria-style service lines).
 - c. Per our food service contract, only Aramark may cater events on campus.
 - d. Self-serve buffet-style food lines or foods where multiple attendees may touch the container of food are not permitted (e.g., bowls of chips, whole pizza)
4. Meetings/Trainings/Workshops
- a. Convening in groups increases the risk of viral transmission. Where feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.).
 - b. In-person meetings must follow all relevant federal, state, and local COVID-19 guidelines and Governor's Executive Orders.
 - c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.
5. Speakers/Lecturers/Panels
- a. Speakers, lecturers, and panelists from outside the UofSC Aiken Community are not allowed to participate in-person during this phase.
 - b. Speakers, lecturers, and panelists from outside the UofSC Community may participate through a virtual format.
 - c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

6. Fairs/Information Tables

- a. Tabling must be held outside.
- b. The facility set-up must be configured to avoid congestion or congregation points.
- c. There must be at least six (6) feet between tables.
- d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables.
- e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees.
- f. No food is allowed for distribution.
- g. Attendees and individuals who are staffing tables must wear face coverings.
- h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees.

7. Performances/Competitions/Rehearsals

- a. Consider limiting the duration of events, especially indoor gatherings and activities that would increase respiration (e.g., cheering, dancing).
- b. Singing has been identified as a “super-spreader” of COVID-19. Therefore, group singing or singing in a group setting is prohibited. “Singing in a group setting” covers someone singing solo but with a gathered group.
- c. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This also applies to performers and audience members.
- d. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken’s Ready, Set, Return and the City of Aiken’s Mask Ordinance.
- e. Consideration should be given to holding these events outdoors, following physical separation guidelines.
- f. Performers from outside the UofSC Aiken Community are not permitted.

11. Recruitment/Member Induction/Initiation

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event.
- b. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.
- c. Induction/initiation ceremonies are allowed with the following stipulations:
 - i. If members need to be pinned or given a medal, the item must be given to the inductee prior to the ceremony, **OR**
 - ii. The item must be laid on a table, and the inductee will retrieve the item from the table.
 - iii. Whenever possible, the inductee will pin themselves.

12. Off-Campus Event Guidelines

- a. Current university, state and local guidelines that apply to student organizations' on-campus events also apply to student organizations' off-campus events.
- b. Ensure that the location is in compliance with SCDHEC health, safety and physical separation guidelines, and limit the group size accordingly.
- c. If applicable, be aware of national/international organizational rules or guidelines related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.).
- d. Consider hosting the event outdoors.
- e. Complete any paperwork (event registration/notification) required by the organization.
- f. Implement the event following the risk management policy of the institution, department, or international/national organization.
- g. Maintain a tracking system for any event when outside guests are in attendance.
- h. Consider providing masks for attendees.
- i. Consider taking the temperature of attendees before they enter.
- j. Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer (containing at least 60 percent alcohol), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

- k. Ensure ventilation systems are operating properly and increase the circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- l. Provide grab-and-go options for meals versus buffet or any self-serve stations.
- m. Use disposable food service items (e.g., utensils, dishes).
- n. If food is offered at any event, have pre-packaged boxes or bags for each person instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the safety of individuals with food allergies.

Recreational Sports Programs

These guidelines apply to Intramural and Sport Club events

1. General Participation Guidelines
 - a. Virtual competitions are allowed; however, individual and team sport competitions are not allowed.
 - b. Focus should be on individual skill development or conditioning alone.
 - c. Non-athletic group events (e.g., social gatherings, in-person fundraisers) where six (6) feet of physical separation cannot be maintained, are prohibited.
 - d. All travel and off-campus trips have been suspended.

YELLOW ALERT GUIDELINES

YELLOW ALERT:

- Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings in accordance with the provisions set forth in [UofSC Aiken's Ready, Set, Return](#) and the [City of Aiken's Mask Ordinance](#).
- Gatherings are limited to 50% occupancy of the event space or 50 participants, whichever is less.

When approaching the capacity guidelines and when feasible, student engagement activities should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). These activities include, but are not limited to, organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to activities that can be completed by the individual (e.g., conditioning, individual sports, and eSports) or activities that can allow for 6 ft distancing.

These guidelines apply to both on-campus and off-campus events.

In-Person Engagement

While the university is committed to community engagement, it is prudent that during the COVID-19 pandemic, programs and events held on university grounds and facilities may need to be changed (virtual or hybrid) in order to prioritize the health and safety of the University and local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.

Activities that must be held in-person, must abide by the guidelines below.

During Yellow Alert, only members of the UofSC Aiken community may attend in-person events. The UofSC Aiken community consists of currently enrolled students, faculty, staff, organization advisors, and sport club coaches.

Event Guidelines

1. All Events

- a. Events that are not “mission-critical” to the organization should be held virtually instead of in-person.
 - b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits and be prepared to move the entire event online in the case there is a change in event policies.
 - c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken’s Ready, Set, Return and the City of Aiken’s Mask Ordinance.
 - d. Attendance is limited to members of the UofSC Aiken Community (e.g., current students, faculty/staff, current organization advisors/coaches).
 - e. There must be six (6) feet of physical separation maintained between all attendees throughout all events.
 - f. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted.
 - g. All organizers must submit a one-page health and safety protocol to Paul Crook, chair of the COVID-19 events planning committee at paulc@usca.edu. Protocols must be submitted at least one week in advance. An example protocol can be found in the appendix section of this document.
 - h. For events with seating, ensure that at least six (6) feet of physical separation is maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard-style to ensure the required six (6) foot physical separation is maintained.
2. Facilities and Occupancy
- a. All events/gatherings must be registered with and be approved by the appropriate space schedulers through [25 Live](#) who will inform registrants of the health and safety requirements of this policy. No unit or organization shall hold or host in-person gatherings that exceed the capacity limits required by the [AccelerateSC](#). [25Live](#) indicates the current allowable capacities for all facilities on campus.
 - b. The University has adjusted the capacity limits for all facilities to meet the [AccelerateSC](#) guidelines.
 - c. Capacity limits are available on [25Live](#).

3. Food and Catering

- a. Individual snacks/meals are to be provided in complete units such as bags, boxes, individual water bottles, etc. **OR**
- b. When food is not served in individual complete units, it must be served by an Aramark staff member (e.g., plated meals, cafeteria-style service lines).
- c. Per our food service contract, only Aramark may cater events on campus.
- d. Self-serve buffet-style food lines or foods where multiple attendees may touch the container of food are not permitted (e.g., bowls of chips, whole pizza).

4. Meetings/Trainings/Workshops

- a. Convening in groups increases the risk of viral transmission. Where feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.).
- b. In-person meetings must follow all relevant federal, state, and local COVID-19 guidelines and Governor's Executive Orders.
- c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

5. Speakers/Lecturers/Panels

- a. Speakers, lecturers, and panelists from outside the UofSC Aiken community are not allowed to participate in-person during this phase.
- b. Speakers, lectures, and panelists from outside the UofSC community may participate through a virtual format.
- c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

6. Fairs/Information Tables

- a. Tabling must be held outside.
- b. The facility set-up must be configured to avoid congestion or congregation points.
- c. There must be at least six (6) feet between tables.

- d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables.
 - e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees.
 - f. Food must be individually wrapped and laid on the table and not handed directly to attendees.
 - g. Attendees and individuals who are staffing tables must wear face coverings.
 - h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees.
7. Performances/Competitions/Rehearsals
- a. Consider limiting the duration of events, especially indoor gatherings and activities that would increase respiration (e.g., cheering, dancing).
 - b. Singing has been identified as a “super-spreader” of COVID-19. Therefore, group singing or singing in a group setting is prohibited indoors. “Singing in a group setting” covers someone singing solo but with a gathered group.
 - c. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This also applies to performers and audience members.
 - d. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken’s Ready, Set, Return and the City of Aiken’s Mask Ordinance.
 - e. Consideration should be given to holding these events outdoors, following physical separation guidelines.
 - f. Performers from outside the UofSC Aiken community are not permitted.
 - g. Audience participation that requires audience members to be within six (6) feet of the performers is not permitted.
8. Travel/Off-Campus Trips
- a. All travel and off-campus trips have been suspended
9. Demonstrations/Vigils

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event.
- b. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.
- c. Participation is limited to members of the UofSC Aiken Community (currently enrolled student, faculty, and staff).

10. Religious Services

- a. Where feasible, services should be held virtually.
- b. If in-person services must be held, consideration should be given to holding services outdoors.
- c. Suspend the choir as part of the service.
- d. Singing by the congregation or other activities that lead to increased respiration should be limited.
- e. Discontinuing use of shared items that are difficult to clean (e.g., microphones, books, hymnals, scriptural texts). Consider assigning religious books to an individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, etc.
- f. Modify the methods used to receive financial contributions (e.g., stationary collection box, electronic methods, etc.).
- g. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

11. Recruitment/Member Induction/Initiation

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event.
- b. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.
- c. Induction/initiation ceremonies are allowed with the following stipulations:
 - i. If members need to be pinned or given a medal, the item must be given to the inductee prior to the ceremony **OR**

- ii. The item must be laid on a table and the inductee will retrieve the item from the table.
- iii. Whenever possible, the inductee will pin themselves.

12. Off-Campus Event Guidelines

- a. Current university, state and local guidelines that apply to student organizations on-campus events also apply to student organizations off-campus events.
- b. Ensure that the location is in compliance with SCDHEC health, safety and physical separation guidelines, and limit the group size accordingly.
- c. If applicable, be aware of national/international organizational rules or guidelines related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.).
- d. Consider hosting the event outdoors.
- e. Complete any paperwork (event registration/notification) required by the organization.
- f. Implement the event following the risk management policy of the institution, department, or international/national organization.
- g. Maintain a tracking system for any events when outside guests attend.
- h. Consider providing masks for attendees.
- i. Consider taking the temperature of attendees before they enter.
- j. Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer (containing at least 60 percent alcohol), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.
- k. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- l. Provide grab-and-go options for meals versus buffet or any self-serve stations.
- m. Use disposable food service items (e.g., utensils, dishes).

- n. If food is offered at any event, have pre-packaged boxes or bags for each person instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the safety of individuals with food allergies.

Recreational Sports Programs

These guidelines apply to Intramural and Sport Club events.

1. General Participation Guidelines

- a. Virtual competitions are allowed; however, individual and team sport competitions are not allowed if 6 ft distancing is not feasible throughout the majority of the competition (the 6 ft rule cannot be broken for more than a couple seconds).
- b. Daily COVID-19 screenings of instructors/coaches, staff and participants must be conducted prior to admission to the facility/field. The following questions are to be asked prior to each session:
 - i. Have you been in close contact with a person who has COVID-19?
 - ii. Do you feel unwell with any symptoms consistent with COVID-19? For example, have you had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
 - iii. Take your temperature prior to arrival. Do not attend if temperature is over 100.4 F (If participant has not checked temperature at home, a touchless thermometer may be offered to check.).
 - iv. If the answer to the first two questions is “yes” and/or the temperature is above 100.4 F, the individual must be sent home immediately, and the program supervisor must be informed immediately.
- c. Focus should be on individual skill development; however, clubs may offer team-based skill-building drills in small cohort groups. Full team practice or competitions are prohibited.
- d. Cohort groups shall consist of no more than ten (10) people. These cohort groups are to remain together and work through drill stations together. Switching groups or mixing groups is prohibited.
- e. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- f. Water bottles are not to be shared. Each participant is required to bring and use their own personal water bottle.

- g. Each player's belongings are to be labeled and kept in areas separate from the belongings of others.
 - h. When players are not actively participating in practice, attention should be given to maintaining physical separation by increasing the space between players on the sidelines, dugout, or bench. Athletes are encouraged to use this time for individual skill-building work or cardiovascular conditioning, rather than staying clustered together.
 - i. Outdoor practices are preferred over indoor practices.
 - j. Physical contact is discouraged. This includes high fives, handshakes, fist bumps, and hugs.
 - k. Group events such as social gatherings and in-person fundraisers where physical separation of at least six (6) feet cannot be maintained are prohibited.
 - l. All travel and off-campus trips have been suspended.
2. Hand Hygiene, Respiratory Etiquette, and Cloth Face Coverings
- a. Prior to practice, players and coaching staff should wash their hands with soap and water for at least 20 seconds.
 - b. Participants are urged to bring and use hand sanitizer (that contains at least 60% alcohol) prior to, during and after sessions when soap and water are not available.
 - c. Spitting is not allowed, and everyone is encouraged to cover their coughs and sneezes with a tissue or the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - d. Coaches/instructors, staff, spectators, and volunteers must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.
3. Guidelines for Outdoor Sports
- a. The total number of attendees (including instructors/coaches, participants, staff, and spectators) cannot exceed 50 persons.

- b. Six (6) feet of physical separation must be maintained by all coaches, instructors, participants, staff, and spectators.
 - c. Activities that involve close contact with other athletes are to be avoided.
Exception: Incidental contact
4. Guidelines for Indoor Sports
- a. The total number of attendees (including instructors/coaches, participants, staff, and spectators) cannot exceed 50 persons.
 - b. Six (6) feet of physical separation must be maintained by all coaches, instructors, participants, staff, and spectators.
 - c. Activities that involve close contact with other athletes are to be avoided.
Exception: Incidental contact

GREEN ALERT GUIDELINES

GREEN ALERT:

- Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings in accordance with the provisions set forth in [UofSC Aiken’s Ready, Set, Return](#) and the [City of Aiken’s Mask Ordinance](#)
- Gatherings are limited to 50% occupancy of the event space or 250 participants, whichever is less.

In-Person Engagement

While the university is committed to community engagement, it is prudent that during the COVID-19 pandemic, programs and events held on university grounds and facilities may need to be changed (virtual or hybrid) in order to prioritize the health and safety of the university and local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.

Activities that must be held in-person because they are critical to the mission of the organization must abide by the guidelines below.

During Green Alert, only members of the UofSC Aiken community may attend in-person student events. The UofSC Aiken community includes currently enrolled students, faculty, staff, organization advisors, and sport club coaches.

Event Guidelines

1. All Events
 - a. Events that are not “mission-critical” to the organization should be held virtually instead of in-person-
 - b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits and be prepared to move the entire event online in the case there is a change in event policies-
 - c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken’s Ready, Set, Return and the City of Aiken’s Mask Ordinance-
 - d. Attendance is limited to members of the UofSC Aiken community (e.g., current students, faculty/staff, current organization advisors/coaches).

- e. There must be six (6) feet of physical separation maintained between all attendees throughout all events
- f. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted unless 6 ft of social distancing can be ensured.
- g. All organizers must submit a one-page health and safety protocol, to Paul Crook, chair of the COVID-19 events planning committee at paulc@usca.edu. Protocols must be submitted at least one week in advance. An example protocol can be found in the appendix section of this document.
- h. For events with seating, ensure that at least six (6) feet of physical separation is maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard-style to ensure the required six (6) feet physical separation is maintained.

2. Facilities and Occupancy

- a. All events/gatherings must be registered with and be approved by the appropriate space schedulers through [25 Live](#) who will inform registrants of the health and safety requirements of this policy. No unit or organization shall hold or host in-person gatherings that exceed the capacity limits required by the [AccelerateSC](#). [25Live](#) indicates current allowable capacities for all facilities on campus.
- b. The university has adjusted the capacity limits for all facilities to meet the [AccelerateSC](#) guidelines.
- c. Capacity limits are available on [25Live](#).

3. Food and Catering

- a. Individual snacks/meals are to be provided in complete units such as bags, boxes, individual water bottles, etc. **OR**
- b. When food is not served in individual complete units, it must be served by an Aramark staff member (e.g., plated meals, cafeteria style service lines).
- c. Per our food service contract, only Aramark may cater events on campus.
- d. Self-serve buffet-style food lines or foods where multiple attendees may touch the container of food are not permitted (e.g., bowls of chips, whole pizza).

4. Meetings/Trainings/Workshops

- a. Convening in groups increases the risk of viral transmission. Where feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.)
- b. In-person meetings must follow all relevant federal, state, and local COVID-19 guidelines and Governor's Executive Orders
- c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

5. Speakers/Lecturers/Panels

- a. Speakers, lecturers, and panelists from outside the UofSC Aiken community are allowed to participate in-person during this phase.
- b. Speakers, lectures, and panelists from outside the UofSC community may participate through a virtual format.
- c. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

6. Fairs/Information Tables

- a. Tabling is allowed inside and outside with a restriction on the number of tables.
- b. The facility set-up must be configured to avoid congestion or congregation points.
- c. There must be at least six (6) feet between tables.
- d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables.
- e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees.
- f. Food must be individually wrapped and laid on the table and not handed directly to attendees.
- g. Attendees and individuals who are staffing tables must wear face coverings.

- h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees.
7. Performances/Competitions/Rehearsals
- a. Consider limiting the duration of events, especially indoor gatherings and activities that would increase respiration (e.g., cheering, dancing).
 - b. Singing has been identified as a “super-spreader” of COVID-19. Therefore, group singing or singing in a group setting is prohibited indoors. “Singing in a group setting” covers someone singing solo but with a gathered group.
 - c. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This also applies to performers and audience members.
 - d. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken’s Ready, Set, Return and the City of Aiken’s Mask Ordinance.
 - e. Consideration should be given to holding these events outdoors, following physical separation guidelines.
 - f. Performers from outside the UofSC Aiken community are permitted.
 - g. Audience participation that requires audience members to be within six (6) feet of the performers is permitted for less than 5 minutes.
8. Travel/Off-Campus Trips
- a. All travel and off-campus trips have been suspended unless special permission is granted by the Treasurer of the Student Body and the Office of the Vice Chancellor of Student Affairs.
9. Demonstrations/Vigils
- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event.
 - b. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken’s Ready, Set, Return and the City of Aiken’s Mask Ordinance.
 - c. Participation is limited to members of the UofSC Aiken community (currently enrolled student, faculty, and staff).

10. Religious Services

- a. Where feasible, services should be held virtually.
- b. If in-person services must be held, consideration should be given to holding services outdoors.
- c. Suspend the choir as part of the service.
- d. Singing by the congregation or other activities that lead to increased respiration should be limited.
- e. Discontinuing use of shared items that are difficult to clean (e.g., microphones, books, hymnals, scriptural texts). Consider assigning religious books to an individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, etc.
- f. Modify the methods used to receive financial contributions (e.g., stationary collection box, electronic methods, etc.).
- g. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

11. Recruitment/Member Induction/Initiation

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event.
- b. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.
- c. Induction/initiation ceremonies are allowed with the following stipulations:
 - i. If members need to be pinned or given a medal, the item must be given to the inductee prior to the ceremony **OR**
 - ii. The item must be laid on a table and the inductee will retrieve the item from the table.
 - iii. Whenever possible, the inductee will pin themselves.

12. Off-Campus Event Guidelines

- a. Current university, state and local guidelines that apply to student organizations on-campus events also apply to student organizations off-campus events.
- b. Ensure that the location is in compliance with SCDHEC health, safety and physical separation guidelines, and limit the group size accordingly.

- c. If applicable, be aware of national/international organizational rules or guidelines related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.).
- d. Consider hosting the event outdoors.
- e. Complete any paperwork (event registration/notification) required by the organization.
- f. Implement the event following the risk management policy of the institution, department, or international/national organization.
- g. Maintain a tracking system for any events when outside guests attend.
- h. Consider providing masks for attendees.
- i. Consider taking the temperature of attendees before they enter.
- j. Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer (containing at least 60 percent alcohol), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.
- k. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- l. Provide grab-and-go options for meals versus buffet or any self-serve stations.
- m. Use disposable food service items (e.g., utensils, dishes).
- n. If food is offered at any event, have pre-packaged boxes or bags for each person instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the safety of individuals with food allergies.

Recreational Sports Programs

These guidelines apply to Intramural and Sport Club events.

1. General Participation Guidelines
 - a. Virtual competitions are allowed; however, individual and team sport competitions are not allowed in 6 ft distancing if not feasible throughout the majority of the competition (the 6 ft rule cannot be broken for more than a couple seconds).

- b. Daily COVID-19 screenings of instructors/coaches, staff and participants must be conducted prior to admission to the facility/field. The following questions are to be asked prior to each session:
 - i. Have you been in close contact with a person who has COVID-19?
 - ii. Do you feel unwell with any symptoms consistent with COVID-19? For example, have you had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
 - iii. Take your temperature prior to arrival. Do not attend if temperature is over 100.4 F (if participant has not checked at home, a touchless thermometer may be offered to check.).
 - iv. If the answer to the first two questions is “yes” and/or the temperature is above 100.4 F, the individual must be sent home immediately, and the program supervisor must be informed immediately.
- c. Focus should be on individual skill development; however, clubs may offer team-based skill-building drills in small cohort groups. Full team practice or competitions are prohibited.
- d. The cohort groups shall consist of no more than ten (10) people. These cohort groups are to remain together and work through drill stations together. Switching groups or mixing groups is prohibited.
- e. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- f. Water bottles are not to be shared. Each participant is required to bring and use their own personal water bottle.
- g. Each player’s belongings are to be labeled and kept in areas separate from the belongings of others.
- h. When players are not actively participating in practice, attention should be given to maintaining physical separation by increasing the space between players on the sidelines, dugout, or bench. Athletes are encouraged to use this time for individual skill-building work or cardiovascular conditioning, rather than staying clustered together.
- i. Outdoor practices are preferred over indoor practices.

- j. Physical contact is discouraged. This includes high fives, handshakes, fist bumps, and hugs.
 - k. Group events such as social gatherings and in-person fundraisers where physical separation of at least six (6) feet cannot be maintained are prohibited.
 - l. All travel and off-campus trips have been suspended unless special permission is granted by the Treasurer of the Student Body and the Office of the Vice Chancellor of Student Affairs.
2. Hand Hygiene, Respiratory Etiquette, and Cloth Face Coverings
- a. Prior to practice, players, and coaching staff should wash their hands with soap and water for at least 20 seconds.
 - b. Participants are urged to bring and use hand sanitizer (that contains at least 60% alcohol) prior to, during and after sessions when soap and water are not available.
 - c. Spitting is not allowed, and everyone is encouraged to cover their coughs and sneezes with a tissue or the inside of their elbow. Used tissues should be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds.
 - d. Coaches/instructors, staff, spectators, and volunteers must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.
3. Guidelines for Outdoor Sports
- a. The total number of attendees (including instructors/coaches, participants, staff, and spectators) cannot exceed 250 persons.
 - b. Six (6) feet of physical separation must be maintained by all coaches, instructors, participants, staff, and spectators. All coaches, instructors, staff, and spectators must wear masks.
 - c. Activities that involve close contact with other athletes are to be avoided.
Exception: Incidental contact

4. Guidelines for Indoor Sports

- a. The total number of attendees (including coaches, instructors, participants, spectators, and staff) cannot exceed 50% of the lowest occupancy load on the certificate of occupancy for the facility being used or 250 persons, whichever is less.
- b. Six (6) feet of physical separation must be maintained by all coaches, instructors, participants, and staff. All coaches, instructors, staff, and spectators must wear masks.
- c. Activities that involve close contact with other athletes are to be avoided.
Exception: Incidental contact

WHITE ALERT GUIDELINES

WHITE ALERT:

- Vaccines and/or highly effective treatments are in place.
- Operations on campus return to new normal.
- More information about this level will be provided once vaccines and/or highly effective treatments are approved and widely available.

VIRTUAL ENGAGEMENT

Virtual Engagement

In-person engagement is not always possible, and during the COVID-19 pandemic, it is not the preferred method of engagement. Virtual engagement provides opportunities for unique experiences and interactions. Virtual events have already been incorporated into campus life, and they are already a part of our lives at home (e.g., watching a game on television, hearing the crowd roar, and seeing the players in action). In addition to being a spectator, webcams and phone apps now make it possible to have virtual events and other types of meetups with people from across the country and around the globe, and allow for engagement to happen.

The current global pandemic provides unique challenges to communicate a sense of location and camaraderie. In planning virtual events, we need to not only create content, but also to create the shared space in which to celebrate and feel a sense of community. That experience exists on some level already through social media, which allows shared expression and promotes group involvement. Virtual events still involve creating a venue, taking advantage of online media resources, and providing an opportunity for direct and immediate engagement. This document provides some suggestions when hosting virtual meetings and events.

For assistance with creating virtual events, meetings, or programs, please contact the Office of Student Life at (803) 641-3634 or contact Christian Medders at christianm@usca.edu. UofSC Aiken offers a variety of software platforms that can make your virtual program a success.

Appendix A

University of South Carolina Aiken : Ready, Set, Return link: <https://www.usca.edu/pacer-ready>

Appendix B: Event Management Checklist

Before Event

- a. All student events, programs, and meetings must be entered and approved through Live 25.
- b. In planning for your event consider your event layout and where to place participant check-in, activities, interactive stations, and participant seating to ensure that participants can safely maintain the six (6) foot physical separation. When a reserving campus space groups will submit a plan and drawing in Live 25 detailing how they are going to maintain social distancing.
- c. All student group events, programs and meetings will be track in Presence, if contact tracing is needed. Make sure your event is registered on Presence. For more information about Presence, please contact Christian Medders, christianm@usca.edu
- d. Design a clear plan to inform attendees about how to proceed through your event and avoid areas where individuals may congregate, especially at entrances, in seating areas, and in lines (Consider using painter's tape to direct attendees)

Event Check-In

- a. The individuals staffing the check-in table must wear a face covering while interacting face-to-face with attendees and when six (6) foot physical separation cannot be maintained.
- b. Display signage reminding participants of COVID-19 prevention measures. Signage can be printed from [here](#).
- c. **All attendees** must check in through Presence.
- d. All attendees should hold their student ID or clearly spell their email address if their ID is unavailable for check in with Presence.
- e. All attendees must complete the COVID-19 screening process prior to entering the event.
 - i. Had contact (within six feet for 15 minutes) with suspected or confirmed COVID-19 individual within the last 14 days.
 - ii. Traveled out the country within the last 14 days.
 - iii. Had a cough or flu-like symptoms, including sore throat, headache, muscle aches, nausea, diarrhea, or abdominal pain in the last 72 hours.
 - iv. Had a loss of taste or smell.
 - v. Felt feverish or experiencing chills in the last 72 hours.
 - vi. Had a fever of 100.4 F or greater in the last 72 hours.

If attendees answer affirmatively to any of the above questions, they will be asked not to enter the event.

- f. Temperature screening is recommended, and temperature scanners can be reserved through the Student Life Office.
- g. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

During Event

- a. Six (6) feet of physical separation must be maintained between all attendees throughout the event.
- b. Event organizers should announce actions participants should take to protect themselves and limit the spread of infection during the event.
- c. Encourage attendees to replace handshakes with greetings that do not require touching or skin contact.
- d. If someone presents with symptoms during the event, the following measures are to be taken:
 - i. The individual is to be immediately separated, sent home, and advised to follow CDC guidance on caring for themselves.
 - ii. Areas used or inhabited by the sick person are to be closed off immediately.
 - iii. The building manager is to be immediately informed of the situation.
- e. Attendees must wear face coverings in accordance with the provisions set forth in UofSC Aiken's Ready, Set, Return and the City of Aiken's Mask Ordinance.

After Event

If a participant develops symptoms of Covid-19 or tests positive following an event, they should notify the host(s) of the event within 24 hours. Upon receipt of this notification, the hosts should notify USC Aiken's COVID Coordinators (Brandon Aiken & Thayer McGahee).

Appendix C: Sample One Page Safety and Health Protocol Document

Name of Event:

Date of event:

Location:

Total Number of People Attending (including hosts):

Sponsoring Group:

(Insert Name of Organization) agrees to follow the guidelines set forth in the UofSC Aiken Fall Semester 2020 Student Engagement Plan.

Please email protocol to Paul Crook at paulc@usca.edu.

This standard protocol can be used unless the event requires additional explanation.