



Student Affairs On-Campus Gatherings - Fall 2021 Student Organizations and Division Department Protocols

This protocol is based on evolving conditions and will be updated as new guidance or regulations are presented.
All attendees must adhere to daily screening, face coverings indoors regardless of vaccination status, physical distancing of 3 feet, and campus vaccination requirements.

General

Student Gathering Categories: These must be entered into 25Live

- 1) **Meetings** (members only): University Student Center (During Fall 2021)
 - a. Schedule 3 business days in advance in 25Live
- 2) **Activities** (open to campus community): Smaller scale quad activities, spin the wheel, yard games, etc.
 - a. Schedule 10 business days in advance in 25Live
- 3) **Tabling** (open to campus community): Informational booths
 - a. Schedule 10 business days in advance in 25Live
- 4) **Events** (typically open to the campus and/or public): Drive throughs, distributions, game nights, inflatables, formals, talent/lip sync contests, etc.
 - a. Schedule one month in advance in 25Live

On-Campus Gathering COVID-19 Guidelines (All campus policies and procedures also apply):

- 1) **Outdoor Gatherings** (Only open to Stanislaus State students, faculty, and staff – no off-campus attendees)
***Effective beginning Monday, August 30, 2021*
 - a. Face coverings are encouraged, but are not required unless 3' physical distancing is not possible.
 - b. Participants must adhere to the campus vaccination requirements.
 - c. Event safety recommendations include access to hand sanitizer and face coverings. (Student Orgs: Contact Student Leadership and Development for additional information.)
 - d. No direct passing out of flyers or giveaways unless student voluntarily approaches a self-pick-up table.
 - e. All attendees are **required** to sign-in with name and phone number.
- 2) **Indoor Gatherings** (Only open to Stanislaus State students, faculty, and staff – no off-campus attendees)
***Effective beginning Monday, October 4, 2021*
 - a. Only meetings will be permitted indoors during the Fall 2021 semester.
 - b. Student Organizations may only reserve meeting space in the University Student Center.
 - c. Face Coverings are **required** at all times regardless of vaccination status.
 - d. Participants must adhere to the campus vaccination requirements.
 - e. Physical distancing of 3 feet is required.
 - f. Food is not permitted at meetings as masks are required at all times.
 - g. Event safety recommendations include providing access to hand sanitizer and face coverings. (Student Orgs: Contact Student Leadership and Development for additional information.)
 - h. No direct passing out of flyers or giveaways unless students voluntarily approach a self-pick-up table.
 - i. All attendees are **required** to sign-in with name and phone number.

3) Drive Through & Distribution Gatherings

- a. Face Coverings are **required** at all times regardless of vaccination status.
- b. Participants must adhere to the campus vaccination requirements.
- c. Physical distancing of 3 feet is required.
- d. *For Defined Populations* - Sponsoring agency should communicate in advance that there is an expectation that a daily screening form be completed for arriving on campus
- e. *For Non-defined Populations* – Sponsoring agency should use website and social media marketing and signage to promote that a daily screening form should be completed.
- f. All attendees are **required** to sign-in with name and phone number.

4) All Gatherings with Food

- a. No self-serve food or drinks.
- b. Potlucks are prohibited on campus at this time.
- c. Chartwells [Contactless Catering](#) is available and preferred.
- d. Student Organizations - Food fundraisers are allowed if food items are pre-packaged and adhere to food handling procedures.
- e. All attendees are **required** to sign-in with name and phone number.

Student Organizations

Student Organizations - Steps to Request a Student Gathering

- 1) All student organizations must be fully recognized for the 2021-2022 Academic Year to request to host Student Gatherings.
 - a. Official Deadline to Complete Recognition Process: Tuesday, August 31st
 - b. Once student organizations complete their recognition requirements, they will be allowed to submit Student Gathering requests.
- 2) Review on-campus in-person/outdoor gathering guidelines as they are subject to change.
- 3) Submit Student Gathering in 25Live.
 - a. SLD will review and approve or deny
 - b. VP/designee will review Student Gathering requests, except meetings, in 25Live and approve or deny
 - c. The gatherings will continue through the usual identified 25Live approval processes (i.e. custodial, risk management, etc.)

Student Affairs Departments

Student Affairs Departments - Steps to Request a Gathering:

- 1) Submit 25Live requests for all gatherings (i.e. meetings, activities and tabling, events)
- 2) VP approval will be needed for all gatherings, except for meetings.
- 3) Student Affairs will utilize 25Live as the division's VP pre-approval process.
- 4) Only events, activities, and tabling must be submitted to the [Student Affairs Activity Log](#).
- 5) Student Affairs will track approval by marking the event approval box on the activity log.