

OFFICE of STUDENT LIFE



STUDENT ORG COMMUNITY ANNOUNCEMENT



October 14, 2020

Dear Student Leaders:

Your safety and health is Ohio State's highest priority, and we are constantly striving to balance that safety with the need for student organizations to hold events that benefit the entire campus community. We are moving forward with resuming some campus events, but we must continue our valiant efforts to manage through COVID-19.

We are Together as Buckeyes, and to remain together we must do everything in our power to contain the spread of this virus. That includes continuing to wear face masks as well as practicing physical distancing and proper hygiene/hand washing.

Our next phase of resuming on-campus events includes:

- Allowing in-person events of **10 or fewer** to occur both outdoors and indoors
- Permitting tabling activities, where organizations set up space to distribute items and information
- Requiring that the organization responsible for planning the event confirms its risk mitigation details as part of the space reservation process and works with event planning staff from the campus venue in question

Beginning Monday, October 19, student organizations may request space reservations on-campus for in-person events of 10 or fewer. Requests for outdoor space, including the three tents maintained by the Office of Student Life, may be made through the [Buckeye Event Network](#) website. A limited number of spaces in the [Ohio Union](#) and other Student Life facilities may be reserved using the online [space request tool](#). At this time, classroom spaces are not available for events and gatherings.

We will monitor activities and pause at any time if there are safety violations or other concerns that would cause us to have to reevaluate. Later, if this plan proves to be successful, we can consider permitting larger in-person events and gatherings.

We will take no action that puts our community in danger. However, with your diligence and commitment to following the health mandates, we believe this step will allow our student organizations to resume in-person events on-campus to a limited degree.

Below is a listing of considerations for the risk mitigation plans that must be developed for any in-person event. You can get more COVID-19 information related to student organizations at [this site](#). If you have questions about this change in policy, feel free to contact csls@osu.edu.

Considerations for Creating a Health and Safety Plan for Events/Gatherings

- Remind attendees if they have any COVID-19 symptoms, including any respiratory symptoms or are feeling unwell in any way, they should not attend. Attendees will be required to use the university's Daily Health Reporting app.
- Masks are required – indoors or outdoors
- Attendees should practice appropriate hand hygiene and respiratory etiquette (e.g., easy access to restroom facilities with sinks and/or alcohol-based sanitizer, etc.).
- Remind attendees during the meeting of the environment-specific preventative safety measures related to the event and facility (e.g., where the hand washing stations are located, proper social distancing guidelines, etc.).
- All attendees should adhere to face covering guidance. Event planners should prepare to provide face coverings for those who do not bring their own.
- Event planners should maintain a roster of the meeting or event that includes names and contact information for at least one month after the event occurs.
- Event planners should design all event activities to include proper social distancing and maintaining 6 feet separation between attendees.
- Facility equipment (tables & chairs) should NOT be moved by the client as it will be spaced in adherence with distancing guidelines.
- Position venue room doors open and limit high-contact points among attendees. Manage traffic flow in and out of the facility.
- If meeting in an indoor space with a door, close the door when meeting is complete and notify facility staff so that sanitizing can take place.
- Consider modifying or postponing high-touch, hands-on activities.
- When food must be provided, use individually wrapped items like bag lunches, individual water bottles, etc. Do not serve food where multiple hands will touch the food or serving utensils (e.g., buffet style, fruit platters, etc.).



THE OHIO STATE UNIVERSITY

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