



COVID-19 Procedures for CEAT Student Organization Meetings and Events

**Procedures
CCB-011
Effective Date: 7/20/20**

- 1.01 OSU is committed to providing an in-person college experience in the fall semester of 2020. Student organizations and their associated activities are an important part of that experience. Because of the COVID-19 pandemic, the university is requiring these organizations to make changes to their standard operating procedures. Certain practices that have been common in the past must be altered or eliminated altogether.
- 1.02 Because of the number of new considerations required of student organizations in light of the COVID-19 pandemic, it is suggested that organizations consider assigning responsibility for management and compliance with these new policies to a member of the executive group or, alternately, electing a new officer for that purpose.
- 1.03 It is also recommended that student groups consider cross-training responsibilities to ensure effective functioning even in the event of absences.
- 1.04 Organizations and executive groups are encouraged to meet virtually whenever possible, as well as broadcasting all meetings and events virtually to enable greater participation among the membership and not prevent anyone's participation because of illness/quarantining and/or simply because of being cautious.
- 1.05 Virtual attendance at meetings and events must be seen as full participation and no penalty incurred by virtual attendees.
- 1.06 At meetings, all social distancing protocols must be adhered to, including the wearing of face coverings, and strictly maintaining a six (6) feet separation.
- 1.07 Meeting room doors should be left open whenever possible to maximize fresh air flow.
- 1.08 Student organizations should purchase and have on hand disinfecting wipes and hand sanitizer in sufficient quantity as to provide for all members present at an event. Refer to the CDC website for cleaning and disinfecting procedures: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- 1.09 Clean all surfaces before and after each meeting.
- 1.10 Because all classrooms have new capacity numbers considering COVID-19, it is important to adhere to those limits and not exceed them at any time. Rooms should be reserved in ATRC 201 (sara.j.peters@okstate.edu) based on maximum expected group size.
- 1.11 Food is not allowed at student organization events or meetings until further notice.



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- 1.12 The use of outdoors should be considered for meetings and activities whenever possible, while also maintaining all social distancing requirements.
- 1.13 Virtual guest speakers are encouraged for all groups (and could even be easier to secure now, given the reduce time commitment because of not traveling). Student Services is happy to help secure speakers, if desired.
- 1.14 Travel continues to be prohibited by university policy, until further notice.
- 1.15 Medical self-checks (including temperature-taking and symptom check) are encouraged for organization members before meetings and events.
- 1.16 Outreach activities must adhere to these requirements and any additional requirements of the group/facility. Where there is conflict between two (2) policies, the strictest policy must be followed.
- 1.17 All forms of taking attendance that include paper or a shared list should be eliminated and replaced with some form of electronic attendance.
- 1.18 All group members should be provided with a copy of these new policies/procedures at the beginning of the Fall 2020 semester.

Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 7/20/20