

Student Engagement Mane Month Activity Guidelines:

All student activities promoted on the Mane Month Calendar must incorporate certain safety measures.

Through the mailer, it will be communicated to students that there are events and activities where one or more of the following are required for admission: a cloth face covering, 6 foot distancing, temperature screening, or prior registration.

How Student Engagement is supporting you:

Publicity

Each event must agree to include one or more of the safety precautions in order to be included in the Mane Month Brochure.

- Each precaution will have a corresponding icon.
- The icons will be defined in the mailer and site.
- Each event will list at least one icon in the Brochure.
- We will create event signage for orgs to post at their events

Icon 1:

Face Covering

(If an event has this icon, it means a covering is required for admission.)

Icon 2:

6 foot

(If an event has this icon, it means that attendees will not be required to wear a face masks, but occupancy will allow for maintenance of a 6 foot distance.)

Icon 3:

Thermometer

(If an event has this icon, guests will be required to have a temperature check for admission. Any individual with consistent temperature readings over 100.4 F will not be granted admission.)

Icon 4:

RSVP

(If an event has this icon, guests must rsvp for admission to keep numbers low.)

Icon 5:

Virtual

(If an event has this icon, it will happen in a virtual environment.)

How you must support safety:

6 Foot Distancing

6 Foot Distancing is the ideal solution, but we recognize that it may not be possible at all times. All spaces should stay below 50% seated capacity. If you are relying entirely on 6 foot distancing as a safety precaution (no face coverings, or temperature checks), your max capacity should be no more than 25%

of max capacity and signage must be located around the event and visible 6 foot spacing guides should be visible at the event. Entrances and exits should remain clear as well as narrow corridors.

Cloth Face Coverings

While 6-feet social distancing remains important to slowing the spread of the virus, the CDC has advised the use of simple cloth face coverings to slow the spread of the virus and help people who unknowingly have the virus from transmitting it to others. The mailer goes to all students and will communicate that they need to have a cloth face covering with them at all times as it could be required for admission to certain spaces and events.

At the same time, we recognize that sometimes people forget things. Student Engagement and the University Program Council will be repurposing some old t-shirts in to cloth face coverings for organizations to use at their events. If you know you want to use these, notify jmbutler@una.edu with the quantity and the date you will pick these up.

Temperature Screening

While the absence of fever does not mean a person is not contagious, the presence of fever over 100.4 suggests an infectious cause. Screening temperatures can help reduce some potential exposures, but this may not be used to take the place of social distancing or cloth face covering requirements. Student Engagement has ordered non-touch thermometers should organizations choose to require a temperature check for event admission. Organizations that identify a plan to use these will need to obtain them from Student Engagement 1 hour before their event, or by 4:00pm for after-hours events and return within 1 hour after the event or 9:00am for after-hours events.

Prior Registration/RSVP

Groups may want to require an RSVP for admittance to keep numbers low. There are several digital options for students to register for events such as creating a form on Presence. Whichever way students are expected to RSVP, this should be communicated on the UNA Student Event App. For assistance, please schedule a quick 1on1 with a Student Leadership Consultant at <https://www.una.edu/students/slc.html>.

Other Safety Guidelines:

Food and Meals:

In an abundance of caution, please identify any events involving food.

- Please make sure items are pre-packaged instead of self-serve
- If creating a plate, make sure preparers know how to use gloves safely or wash hands often.
- Opt to put food in carry-out plates with covers along with prepackaged plastic ware to reduce airborne illnesses from landing on food.
- Opt for water bottles and canned drinks over cups
- Self-serve coolers may not be ideal for distribution
- Put only 2 chairs at the ends of 6 foot tables and leave space between each table rather than banquet style
- Host meals outside when possible

- Seat people in shifts and clean tables and chairs with a rag with a bleach solution between settings
- Keep hand sanitizer pumps at the entrance to serving areas

SWAG Items:

- If items are distributed at events, don't have a communal grab bag/box where several individuals may touch or dig through the contents.
- Pre-made bags may help

Sports and Recreation:

- Opt for recreational sport activities that generally allow for more social distance
 - Volleyball, baseball/softball, tennis = more distance
 - Basketball, football, soccer = less distance/high risk
- Opt for recreational activities that generally allow for more social distance
 - Hiking, kayaking, shoreline fishing

Travel/Transportation:

- When transporting a group to/from an event location on a motor coach, require everyone to wear a masks while aboard
- No activities should include overnight travel.

Safety Officer

- Designate at least 2 safety officers for each event to greet individuals at the entrance and inform them of the safety expectations

Large Gatherings

- If you anticipate your event will have more than 50 people gathering in attendance at one time, you will need to complete this [notification form](#).