FALL 2020

GUIDELINES FOR STUDENT LIFE ACTIVITIES

WEST LIBERTY UNIVERSITY

westliberty.edu/studentlife

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GUIDING PRINCIPLES

The fall semester will be conducted in-person with on campus residents and with facilities open. There will be strict social distancing guidelines imposed limiting students to small groups, along with enhanced cleaning measures, and close monitoring of students & employees for further outbreaks. Face coverings are required inside campus buildings.

- This is an opportunity for the WLU community to come together to protect each other's safety, health and well being.

- These recommendations are consistent with the University recommended Guidelines and taking personal responsibility for not spreading the COVID to others and keeping yourself from being infected

- These recommendations are based on federal, state, and local guidance and may change as further guidance/changes are provided

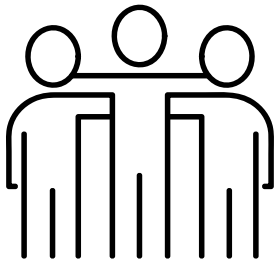
- Prevention entails: 1) staying home when sick; 2) wearing masks when it is recommended or required to do so; 3) appropriately covering coughs and sneezes; 4) frequently cleaning touched surfaces; and 5) washing hands often with soap and water and using hand sanitizer when soap and water are not available.

- Until the university determines activities can return "back to normal," student groups and event planners will be required to follow our Phases of Student Life during COVID-19

- The groups that these recommendations primarily impact are Recognized Student Organizations, including sports clubs, fraternities, and sororities, as well as any other student group that requests to use space on campus.

- Outside visitors/collaborators/contractors/vendors should be limited to essential activities. The host is responsible for ensuring that on-site requirements are followed. As well as limiting attendance by outside visitors.

- For the most up-to-date information, check the WLU COVID-19 website.



HEALTH & SAFETY

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BE AWARE OF COVID-19 SYMPTOMS.

COVID-19 has had a wide range of symptoms reported and symptoms may appear **2-14 days after exposure to the virus**. Symptoms currently associated with COVID-19 infection include, but are not limited to:

- Fever, Cough, Shortness of breath or difficulty breathing
- Chills, repeated shaking with chills, and muscle pain
- New loss of taste or smell
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.

DO NOT COME TO CAMPUS, REPORT TO CLASS, OR BE AROUND OTHERS if you have a fever(100.4˚ F [38.0˚ C] or greater), symptoms of acute respiratory illness (i.e. dry cough, shortness of breath), and/or a lack of taste and or smell. If you experience any of the above symptoms, contact your health care provider for medical advice. Student Health Services is available by appointment for consultation, referral, and treatment of illness. Providers are also available at Doctors Urgent Care of Wheeling.

DO NOT COME TO CAMPUS, REPORT TO CLASS, OR BE AROUND OTHERS if you are sick (with any illness), you are currently being tested for COVID-19, you received notification from public health officials (state or local) or University contact tracers that you are a close contact of a confirmed case of COVID-19, or you are caring for or live with someone who has been notified of potential exposure and/or are in quarantine.

Employees and students are required to self-report a positive COVID-19 test result or report if they have been asked to quarantine/isolate by health officials as a result of a direct contact with a COVID-19 positive case. Please report here https://westliberty.edu/residence-life/positivecovid/.

COMMUNICATE WITH FACULTY & STAFF OFTEN.

If you are feeling overwhelmed or are changing from in seat classes to online, or anything be sure to communicate with University staff in order to receive help and guidance. In order to help our WLU community we ask that our students & student groups practice the following preventative actions.

- Daily Screening monitoring for COVID-19 symptoms.
- Wash hands often.
- Practice social distancing.
- Wear a face covering as directed by current university requirements.
- Cover coughs and sneezes.
- Clean and disinfect spaces. Keep work spaces free of clutter, excess personal items, and other unnecessary items to allow for maximum cleaning of all surfaces.

EMPHASIZE AND SUPPORT

Adherence to all health and safety guidance by ensuring that you are following accepted policies and procedures with respect to health and safety. Student organizations who choose to not follow guidelines may incur judicial violations.

PROGRAMMING & MEETING PHASES

The Office of Student Life, in accordance with University policy, will begin the Fall 2020 semester in Phase 1 of Programming & Meeting Management.

All Clubs & Organizations will be required to follow the guidelines below & acknowledge these requirements through the Checklist Acknowledgment Form. Additional powerpoint education will be provided for clubs during Phases 2 & 3.

If a Phase is to change or additional requirements included in a stage, all clubs and organizations will be notified of the changes and the new requirements.

Quick List Requirements for all Phases.
All clubs must follow the following in all phases. All questions can be directed to the Director of Student Life, Kate Billings, kate.billings@westliberty.edu

- All Club meetings & events must submit a campus event form online for record purposes to the Office of Student Life prior to the event or meeting. The group will receive approval for their event through the Director of Student Life
- All Club events & meetings will need to email an attendance sheet within 24 hours of the event. They can also opt into an RSVP program to take attendance.
- Phases where in person meetings are allowed will be given guidance on sanitation of spaces in accordance with University procedures.

CURRENT CDC DATA SUGGESTS THAT A CLOTH FACE COVERING MAY PROTECT THE WEARER AND PREVENT THE SPREAD OF THE VIRUS TO OTHERS. VISIT WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/PREVENTGETTING-SICK/DIY-CLOTH-FACE-COVERINGS.HTML TO SEE CDC GUIDELINES ON THE USE OF FACE COVERINGS.

PHASE 1- VIRTUAL

Phase 1- Virtual Model

- **Club Meetings**
  All meetings held virtually with no face to face meetings regardless of size of room.

- **Campus Event Programming**
  All campus programming will be done virtually. Groups will look to technology to provide campus programs to students in a virtual capacity.

- **Events with Food**
  No events with food will be permitted.

- **Outdoor Events**
  Initially, no campus events indoors or out will be held in person until deemed safe by campus administration.

- **Organizational activities**
  All organizational activities will be done in a virtual arena utilizing technology to keep students engaged.

- **Large scale traditional events**
  Large scale /traditional events will not be permitted in person

- **Intramural and Recreational Events**
  Intramural and recreational events will not be permitted on campus. All recreational activities will be done in a virtual environment.

No students or student groups will be able to book facilities for meetings or events.

PHASE 2- HYBRID

Phase 2- Hybrid Model with Limited Face to Face

- **Club Meetings**
  In person meetings are discouraged and will need approval based upon appropriate capacity guidance based upon current health standards. Meetings should not exceed over 10 people Capacities may be limited to standards as established by WLU. Meetings continue to meet in a virtual environment or some sort of hybrid there of.

- **Campus Event Programming**
  The majority of campus programs will continue to be virtual programs only. For events where visitors or guests are presenting, when possible these events should be virtual. When an artist/speaker is expected or contractually required or an event can only be presented on campus, minimal participants will be allowed at the program and every available safety precautions should be made to ensure the safety of participants and presenters are taken into consideration. Events should also be live streamed to minimize attendance size.

- **Events with Food**
  No events with food will be permitted unless the event is done as a take and go sort of event. No sit down served functions will be permitted and all foods should be pre-packaged.

- **Outdoor Events**
  Outdoor events on a limited basis will be approved pending appropriate plans and procedures have been put in place to ensure a contactless event by participants. Live Streamed and large screen video projection should be considered.

- **Organizational activities**
  All organizational activities should be conducted virtually when possible. Other face to face activities will be approved on a case by case basis pending the ability to follow approved guidelines and safety and health precautions.

- **Large scale traditional events**
  Large scale /traditional events should be conducted in a virtual environment when possible. The viability of holding a safe large scale/traditional event in person should be assessed prior to significant planning of said event.

- **Intramural and Recreational Events**
  Intramural and recreational events should continue in a virtual environment. Outdoor events may be considered only in situations where a contactless event can be guaranteed for all participants and staff working the event.

PHASE 3- SOCIAL DISTANT

Phase 3- Social Distant

50% Capacity in Rooms

- **Club Meetings**
  In person meetings are permitted based upon appropriate capacity guidance based upon current health standards. Smaller rooms may not be used given the inability to appropriately social distance in a smaller space with limited entrances and exits. Meetings should be held in spaces where an exit and entrance into and out of the space are present. Groups like SGA may need to consider hosting meetings in a larger space to accommodate appropriate social distancing. If groups are unable to move, meetings may need to continue to meet in a virtual environment or some sort of hybrid thereof. Virtual meetings can still be offered for those that may not feel comfortable attending or are immuno-compromised.

- **Campus Event Programming**
  Campus programming can begin pending an approved safety plan proposed for the safe management of said program. Capacities for each event will be based upon current health standards and guidance. Appropriate spacing will be required for events and all layouts should follow appropriate social distancing guidelines. Entry and exit points for these events should be clearly defined.

- **Events with Food**
  Events with food should still avoid served meals as it allows for food service staff to social distance appropriately. Groups should still consider grab and go options as opposed to buffet all the while recognizing that there may be a time when a buffet may be the only option. Pre-plated meals may be another option assuming appropriate precautions are taken.

- **Outdoor Events**
  Outdoor events allow for more flexibility during this time as social distancing rules ease. During set-ups for these events, efforts still need to practice social distancing for both participants and those hosting the program.

- **Organizational activities**
  Organizational activities will need to practice social distancing guidelines still in place. Events like dances and other things that typically mean closer contact with people will still be prohibited during this time (Tabling guidelines will be provided at a later date)

- **Large scale traditional events**
  Large scale /traditional events can start to be considered assuming appropriate social distancing and spacing can be managed and controlled. Traditional events with crowds over 100 people that cannot move to a room that allows for appropriate social distancing as per guidance will be prohibited.

- **Intramural and Recreational Events**
  Intramural and recreational events may expand, but should still only include events that are no touch. All appropriate measures need to be taken to ensure that equipment used by participants is sanitized after each game. Rooms where events are held should be limited to event participants only during each play period.

PHASE 4- PRE-NORMAL OPERATION

Phase 4- Pre-Normal Operation

75% Capacity in Rooms

- **Club Meetings**
  Most meetings can be conducted in person at 75% capacity of the rooms rated occupancy.

- **Campus Event Programming**
  Most campus programming can return to normal at a 75% capacity of the rooms rated occupancy. Options should be available to students to provide for the safe participation of students who may have compromised immune systems.

- **Events with Food**
  Events with food can expand. Food should still be either grab and go, pre-plated, or buffet with appropriate serving utensils to avoid any cross contamination. Food service should provide dedicated servers for all food and beverage even if it is on a buffet line.

- **Outdoor Events**
  Outdoor events can return to normal pending appropriate precautions are taken and options are made available for students who are either not in a capacity to attend or are uncomfortable participating fully due to a compromised immune system.

- **Organizational activities**
  Organizational activities can return to normal assuming appropriate precautions sanitary precautions are taken and ensuring that there are opportunities available for students who are either not comfortable participating or have a compromised immune system

- **Large scale traditional events**
  Large scale/traditional events can return to normal at a 75% capacity of rooms rated occupancy. In order to offer opportunities for involvement for students who are uncomfortable with large gatherings or have compromised immune systems, it would be encouraged to create a special seating area for those who may need it.

- **Intramural and Recreational Events**
  Most intramural and recreational activities can return to normal. Events where physical contact happens can resume, but spectators for such events should be discouraged and appropriate sanitation should be available for all participants.

ADDITIONAL GUIDANCE

Organizational activities will need to practice the phases & distancing guidelines that are in place.

Violations

Student organizations that decide not to follow these guidelines will be contacted by the Office of Student Life and will incur the consequences below. Consequences are subject to change based on each situation.

Violation 1- warning, removal of next event .

Violation 2- University space may not be reserved for events, event probation, action plan to not continue future behavior

Violation 3- removal of student organization's status as a recognized student organization.

Reservable Space

For a full list of available event space for Fall 2020 events/meetings and capacity, please check the attached appendix of University Spaces. Spaces must be booked through the facility manager of that specific building. All clubs must receive event/meeting approval through submission of the Campus Event Form prior to receiving approval to book a University space.

Travel

Travel in buses, vans, and vehicles that are owned, leased, or rented by WLU [using university funds], cannot exceed 50% capacity. All occupants and the driver must wear a face covering, unless the person is traveling alone. Travel will no be approved until Phase 3.

CONTACT US

Do you have questions or concerns regarding club meetings, guidelines for events, or other items related to campus programming?

Reach out to the **Office of Student Life**

Office of Student Life
CUB 104
Student Union- S-30 (2nd Floor above Bear Necessities)
Kate Billings, Director of Student Life
kate.billings@westliberty.edu

Or schedule a Zoom Meeting through: kate.billings.youcanbook.me/

WESTLIBERTY.EDU/CORONAVIRUS

IMPORTANT CORONAVIRUS INFORMATION LINK

West Liberty University is closely monitoring news and information related to COVID-19. WLU Officials & the Critical Incident Response Team are in regular contact with health officials to take all precautions to protect students, faculty, and staff. Check out westliberty.edu/coronavirus for all the up to date new releases and policies & procedures.