



STUDENT ORGANIZATION COVID-19 GUIDE

GUIDANCE FOR STUDENT ORGANIZATIONS



This guidance applies to all Registered and Chartered Student Organizations, including Greek-Letter Organizations and Sports and Recreation Organizations, and is subject to change as University Guidelines and Ohio Orders evolve.

Operations - Planning

- ➔ While major operations will look drastically different, you can use this time for planning with your executive board or officer team for the Fall semester. Start to lay the foundation for how you will engage the organization within the first month of the semester. Think about how to engage all your members when you return to campus for Fall semester.
- ➔ Work with your executive board and advisor to sketch out a return plan and priority list when operations resume. Plan out a timeline for when you want to accomplish these tasks/projects, but don't limit yourself to specific dates. Be prepared to be flexible.
- ➔ Be prepared to conduct business entirely virtually. Envision what this looks like for your organization - what technology will you use to connect and engage with organizational leadership and members?
- ➔ Think about: what are things you always wish you had time to do, but never have the time to do so during the semester? Organizing think tanks, working on transition documents, brainstorming bylaws revisions, and cleaning up chapter files are all things that can now be more feasible.
- ➔ The Center for Student Involvement and your advisor(s) continue to be available to assist with organization needs and goals. This is a great opportunity to revisit expectations with your organization advisor to ensure your organization is receiving the support you need.

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Operations - Officers

- ➔ While the organization's Executive Board should continue to meet regularly via Teams or other video conferencing software. Organizations are encouraged to establish a set time that works around every officer's schedule and make sure everyone attends from week to week. Utilize other communication platforms in between video meetings.
- ➔ Organizations should continue to engage their advisors in day to day operations. Include advisors in the virtual meetings with the rest of the executive board, coordinating with the advisor regarding their ability to tune in.
- ➔ Organization Presidents are encouraged to meet with each executive board officer to discuss plan for completing position duties virtually for this semester while planning for upcoming semesters.
- ➔ If any officers will transition during Fall 2020, consider modifying the transition process and accompanying documents for future officers. Contemplate hosting several virtual transition meetings themed to several aspects of chapter management (i.e. finances, marketing & communication, member engagement, etc.).
- ➔ Strategically brainstorm what will be the role of officers/leaders when shifting organization operations. Think about how their traditional roles might need to adjust to accommodate virtual operations, to increase recruitment and engagement efforts, and to plan organization and campus-wide events.
- ➔ If your organization need to take advantage of the pause for Fall semester, hit the drawing board to determine what prep work needs to be completed during Fall semester in order to hit the ground running for Spring semester. At minimum, if your organization is on pause for Fall semester, Registration Renewal will need to be completed by the last day of finals for Fall semester.

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Operations - Org Management

- ➔ Keep up to date with your organization's expectations of the members. These may shift as University guidelines and expectations change.
- ➔ Consider hosting virtual engagement opportunities throughout this time so members can connect with each other. Remember, you joined your organization for human connection. It is even more important in this time to continue to encourage positive connection through strong organization meetings/programming.
- ➔ Update all organization websites and social media platforms to reflect the current state of the organization. Incoming students, prospective students, and family members are looking at your websites and social media platforms to understand whether or not they are interested in joining your organization.
- ➔ Should the organization need to conduct a vote for business, consider compiling the information to be voted on and send to all voting members prior to the vote being conducted. Give members ample time to review the information you are sharing, preferably longer than 48 – 72 hours. Your organization constitution and bylaws might already have a "reading" or "reviewing" period before votes or constitutional amendments can take place. Make sure to review those and stick to those even throughout this virtual period. If you need to hold elections during this time, check out the "Election" feature in Surveys & Forms in your CampusGroups page.
- ➔ For any business conducted in person, organizations are **REQUIRED** to track attendance. We recommend you utilize the CampusGroups check-in feature for accurate attendance lists. This will also eliminate the shared use of pen and paper for physical sign ins.
- ➔ If your organization's operations are not otherwise covered in this guide, please contact the Center for Student Involvement (csi@otterbein.edu) for approval and further guidance.

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Communication Software

- Work with your advisor(s) and organization leadership when appropriate to ensure that official updates and communications are vetted and appropriate. Advisors are included on all communications from the Center for Student Involvement and can be great resources to help you manage the organization.
- Through Otterbein University, all students have access to Microsoft Teams. This is a great FREE resource for video calls for your organization. Check out How to Maximize Use of Microsoft Teams infographic in CSI's Resources Files on CampusGroups.
- Consider FREE software that can help segmented communication. Check out our Student Organization Digital Resources infographic in CSI's Resources Files on CampusGroups.
- If you want to create graphics, check out canva.com or even gimp.org which feature free graphic design software with templates available for you to create graphics to share via email and social media.

Communication Practices

- Use preexisting forms of communication (GroupMe, Facebook, email, etc.) whenever possible to make the communication as seamless as possible.
- It's okay to say you don't know an answer or that the update does not address any concern – this is better than communicating information that you have then to correct immediately.

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Member Engagement Strategies

- Create an organization bingo board. Have members compete to do a collection of tasks to create a bingo or fill in their whole board to win a prize (or pride!).
- Get a group together to play an online board game.
- Ask each member to create a virtual member board that visually shows why the organization is important to them. Share your boards with each other.
- Wear your gear! You may not be meeting in person, but you can still show your organization pride. Designate a day to wear organization gear and post on Instagram using a specific #hashtag.
- Craft live! Watch a Bob Ross painting video together, learn how to hand weave, or find other virtual classes to create a craft together.
- Teach a skill. Have a member teach everyone else a skill they have on a live video. Record the video to share with those who couldn't tune in.
- Start a Book Club. Pick a book that connects with your organization or for leisure as a group. Designate some intervals to have discussions.
- Post a daily inspirational quote for each day in your group chat.
- Curate a group playlist, jump on video, and have a dance party.
- Play multiplayer games together online (e.g. Minecraft, fortnite, MarioKart, etc.) and have a Discord channel while playing.
- Host a TikTok dance class or a TikTok dance challenge.
- Post a picture of one member per day (either on social media or in group chat).

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Event Planning Considerations

*For any in person gathering (including but not limited to meetings, events, and fundraisers) student organizations are **REQUIRED** to have a University faculty or staff member present for the duration of the gathering. This can be your organization advisor or it can be another faculty/staff member.*

- ➔ To preserve limited space on campus, we highly encourage student organizations to conduct all business virtually, including events and gatherings.
- ➔ Any event or gathering hosted by an organization **MUST** have a virtual option for attendance/engagement. Additionally, we highly encourage student organizations to create alternative virtual engagement opportunities that are inclusive and equitable for members who are not comfortable attending an in-person event or gathering.
- ➔ Maximum room occupancy capacities have been significantly reduced. For any gathering or event outside of classes, in-person attendance is restricted to 10 individuals or less.
- ➔ All event/gathering attendees must complete a COVID-19 self-assessment before attending any event/gathering on campus.
- ➔ All event attendees must wear masks.
- ➔ All events/gatherings must maintain 6ft physical.
- ➔ External guests (non-Otterbein affiliated individuals) are permitted to attend events/gatherings.
- ➔ "Tabling" on campus will not be allowed until further notice. Tabling is where organizations hand out items, raise awareness about a topic, sell goods for a fundraiser while standing at a table.
- ➔ For more information on COVID-19 Guidelines for Meetings, Events & Gatherings visit: <https://www.otterbein.edu/covid19/event-guidelines/>

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In Person Gathering Expectations

*For any in person gathering (including but not limited to meetings, events, and fundraisers) student organizations are **REQUIRED** to have a University faculty or staff member present for the duration of the gathering. This can be your organization advisor or it can be another faculty/staff member.*

- ➔ **INDOOR** in person gatherings occupancy will be communicated with you by the Office of Events & Conferences when reserving space. **OUTDOOR** gatherings are restricted to no more than 10 people in attendance.
- ➔ Organizations are **REQUIRED** to track attendance. We recommend you utilize the CampusGroups check-in feature for accurate attendance lists. This will also eliminate the shared use of pen and paper for physical sign ins.
- ➔ For classroom spaces, you must provide your own laptop/computer for technology associated with your event/gathering.
- ➔ Sanitize the space when you arrive **AND** at the end of your event/gathering before leaving.
- ➔ For indoor events/gatherings, do **NOT** move furniture. Furniture is in permanent setups and layouts.
- ➔ If you are interested in having food, you must meet with the Office of Events & Conferences to determine feasibility.
- ➔ Limit sharing of physical materials - includes food, tools, equipment, or supplies by staff member.
- ➔ Throw away and recycle all leftover materials.
- ➔ Share event feedback with the Office of Events & Conferences.
- ➔ For more information on COVID-19 Guidelines for Meetings, Events & Gatherings visit: <https://www.otterbein.edu/covid19/event-guidelines/>

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Fundraisers

- Fundraisers will be assessed on a case-by-case basis to identify questions or possible conflicts with the University's guidelines and Ohio Orders. For all fundraisers, submit the request here - <http://cglink.me/s16599>
- "Tabling" is not available until further notice, so as an organization you will need to think strategically about how to host fundraisers.
- Recognizing the benefit of business/restaurant fundraisers to our local community and business/restaurant owners, these fundraisers will be allowed pending request approval notification.

Community Service & Volunteering

- Volunteer with the Center for Community Engagement, they will be offering a series of opportunities that have been vetted and approved. For more information about the CardinalCorps Leaders Volunteer Opportunity Bank visit: <https://tinyurl.com/VolunteerBank20-21>
- Adopt the Community Garden - there will be daily opportunities to volunteer at the community garden. If an organization wants to volunteer for a one-time service event OR set up a weekly WEED&FEED, CCE would love to host you!
- Your Philanthropy - CCE is encouraging students who would like to volunteer and/or engage in community service to do so with ONE organization that has been vetted to have rigorous COVID-19 protocols in place. Email cce@otterbein.edu for more information.

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Mental Health & Wellness

- ➔ Consider creating an officer/leadership position that focuses on mental health and wellness, or collaborate with leadership on how best to tackle this.
- ➔ Have an officer periodically conduct a mental health check in for members. Post 3 - 5 statements or create a poll and have members like/select how they are feeling. For example, "I'm great!", "I'm Meh", "I'm Not So Good." Follow up with members who may not be feeling great.
- ➔ Activity, or lack thereof, can also have an effect on a member's mental health. Consider following these accounts:
 - @OtterUWellness - Otterbein University Wellness: Educating students on important wellness topics
 - @OtterFit - Exercise Science & Health Promotion students provide wellness services
- ➔ Check out services and resources offered by the Counseling Center! This is a great FREE resource available to all students.

COVID-19 Resources

- ➔ COVID-19 Resources & Information: <https://www.otterbein.edu/covid19/>
- ➔ COVID-19 FAQs: <https://www.otterbein.edu/covid19/faq/>
- ➔ For the COVID-19 Anonymous Safety Concern Reporting form, visit the COVID-19 tab on My O-Zone.
- ➔ COVID Support Line & Email:
614-823-1586 | covid@otterbein.edu

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Guidance for Advisors

- ➔ Student organization advisors should encourage the organization and members to follow the guidance of the University and the State of Ohio regarding the prevention of the spread of COVID-19.
- ➔ Encourage student members to be conscientious of the parameters of physical distancing and avoiding high risk activities and environments.
- ➔ Make your comfort level with in-person meetings/gatherings clear. If you prefer to meet virtually, that should be an option. Please continue to meet regularly, as needed, with organization leadership.
- ➔ Face coverings are required for face to face participation.
- ➔ Help students understand the importance of wearing a face covering and physical distancing.
- ➔ Help students understand that some people cannot wear face coverings and should have virtual opportunities to participate and engage.
- ➔ Help students make thoughtful decisions about how to ask members or student guests to wear a face covering.
- ➔ Encourage students to utilize you, as the advisor, as well as the Center for Student Involvement as a resource to help navigate the University's guidelines and expectations.
- ➔ For more information on the University's COVID-19 Guidelines visit:
<https://www.otterbein.edu/covid19/>

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CSI Support

Please do not hesitate to set up a meeting with Center for Student Involvement staff to review your organization's Fall programming plan. We are here to help you understand this information and develop plans for the Fall semester that balance your organization and members' success and the health and safety of the University community.

CSI Contact Information

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CARDINAL COMMUNITY RESPONSIBILITIES

By honoring these Cardinal Community Responsibilities, we can help take care of ourselves, our classmates and colleagues, and our greater Otterbein Community. Let's make a commitment to these important responsibilities so we can stay healthy, stay strong and stay together.

Perform a daily self assessment.

Take your temperature and make sure you are fever free.

If you're sick or not feeling well, please stay home.



Practice social distancing.

To stay together, we've got to stay apart by at least six feet.

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Practice good hygiene.

Wash your hands for the recommended 20-second minimum and avoid touching your face.





Facial coverings work best when worn over your nose and mouth, tucking just under your chin.

Whether inside or out, facial coverings are required, including during class.

**Some exceptions apply.*

Wear a facial covering.



Please help keep workstations, campus classrooms and common spaces clean.

Hand sanitizer and wipes can be found throughout campus.

Keep it clean.



Share your concerns and suggestions on the COVID-19 reporting page linked from the Return to Campus web page or the Ozone tab.

Share concerns via anonymous reporting page.

To learn more about these important guidelines, watch Otterbein's Cardinal Community Responsibilities video online at www.otterbein.edu/rtc

Human Resources
614-823-1130
hr@otterbein.edu

Student Affairs
614-823-1250
studentaffairs@otterbein.edu

Environmental Health & Safety
614-823-1990
tchinn@otterbein.edu

Otterbein University's Return to Campus Plans have been developed in consultation with Franklin County Public Health and OhioHealth (Otterbein's campus healthcare provider) and adhere to the recommendations of the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health.



Center for Student Involvement
614.823.3202 | csi@otterbein.edu | @OtterbeinCSI