

Guidance for UVM Student Experience Programming

The University of Vermont is committed to providing student programming that enables a rich, rewarding and safe co-curricular experience during the 2020-21 academic year. Programming is created and implemented by campus students, staff and faculty. Student programming serves a variety of essential campus needs including education, entertainment, community building and the promotion of wellness. During the pandemic, our goals and values remain steadfast however our program delivery must adapt to hold our community members' health as the number one priority. The following guidance is designed to support those who wish to plan programming opportunities for students in light of Covid-19.

Our Guiding Principles

Centralized guiding principles are meant to provide supportive parameters and ease program planning for the varied programming bodies on campus. There will be variance and creative individuality in programs that are produced; however, the overarching goal remains: to provide our students with a safe and engaging experience during their time at UVM.

1. The health and safety of students and all UVM community members is the highest priority. Our thoughts about health and safety keep in mind the physical, mental, emotional and spiritual wellness of individuals and communities. All UVM student programming must follow [campus](#), [state](#), local and federal laws, orders, and policies. It is important to remind student program participants about the promises they made through the [Green and Gold Promise](#) and their responsibility to adhere to it at all times.
2. Students need a robust, accessible, co-curricular life in order to develop fully during their time at UVM. The programs we create are important to student wellbeing, especially during this time. The lens of equity in program planning equips planners to keep in mind and respond to critical differences with respect to student need and impact of initiatives.

Meetings, Programs & Events

All spending for events and programs must be approved by your division Vice President/Vice Provost. No spending or contracts may be initiated without this approval. Program contracts will be reviewed by the UVM Office of General Counsel.

UVM is currently not allowing outside visitors (including performers or presenters); however, if there is an essential purpose the visit must be approved by your division Vice President/Vice Provost and all state quarantine requirements must be met.

- Please note: Per the Governors Orders, all visitors to Vermont must meet the state's quarantine requirements. Visitors from out of the Vermont travel area or from an unsafe county must quarantine for 14-days or for 7-days followed by a negative test result. Visitors from a safe

county within the Vermont travel area and those from within Vermont are allowed as long as all other requirements are met.

Types of Programs

Virtual/remote: Virtual or remote programs are programs done completely online or from the student's personal space. Microsoft Teams is UVM's approved and preferred platform for all virtual programs. If there is a valid reason why Teams cannot be used, please contact ETS to determine whether an alternative platform may be used. Ideas for virtual programs can be found [here](#).

Hybrid: Hybrid programs are a combination of virtual and in person programs. Hybrid programs should be designed in such a way to ensure those who choose to attend online can still fully participate in all campus programs. The in-person component must adhere to the in-person requirements below. This type of programming is important as students who have chosen to attend online this Fall are still important members of our UVM community. It is imperative that we find ways for this population to have equal access to these engagement opportunities.

In-Person: In-person programs take place in person either on or off campus. These types of programs should be limited as much as possible, particularly indoors, however should you wish to host an in-person program, you must have a Written Plan for In-Person Events that meets all elements below.

Written Plans for In-Person Events

Program Leads/Event Hosts will prepare a written plan for In-Person events that detail the event operations and include COVID-19 protections (see <https://www.uvm.edu/riskmanagement/fall-2020-operations-planning>.)

Written plans should include how the following actions will be implemented:

Screening: All attendees, presenters, and event staff must be screened for symptoms of illness and quarantine requirements. Prior to admission, UVM students and eligible employees must show their CoVerified daily health screen clearance. All other employees must show a screenshot of their daily health screen clearance. Event planners will identify a tool to screen approved affiliates. Non-approved affiliates are not allowed on campus at this time (see above).

Tracing: A written roster of all attendees, presenters, and event staff must be maintained.

To assist with contact tracing efforts, there are two options:

1. Use UVM Tickets. You can request UVM Tickets for your event [at this link](#). If you have questions, you can email: tickets@uvm.edu. There is no cost to use this service for free events.
2. Use CatCards to swipe in participants. Contact the CatCard Office if you would like to purchase (\$15.00/ea) a swipe machine.

De-densifying:

- Meeting participants may not exceed 25 people including presenters and staff.
- If outdoor program, meet with no more than 150 people including presenters and staff.
- If indoor program, meet with no more than the state allowed maximum. (Room capacities vary by location. Check EMS reservations for room capacity).
- No speakers or presenters from out-of-state may attend in-person. No speakers or presenters from in-state may attend in-person without Vice President/Vice Provost approval.
- Events that would encourage large crowds will not be allowed in-person.

Reduce Contact Between People

- Physical distancing measures of at least 6 ft. at all times.
- No physical contact
- All participants will be required to wear facial coverings for the duration of the program. See <https://www.uvm.edu/returntocampus/face-coverings>
- Keep doors propped open while space is in use to reduce door/handle touch points.
- All food MUST be individually pre-packaged. No shared food, including pizza, or buffets allowed.

Clean & Disinfect

- Have signage at the entrance encouraging frequent hand washing and provide hand sanitizer at the entrance of the event venue for use by participants.
- Provide sanitizing wipes for students so they can wipe down their personal space.
- Program leads/Event Host/s are responsible for all clean-up both prior to and after the event.

Maximize Fresh Air

- Host events outdoors when possible for fresh air and ventilation.
- Open windows in naturally ventilated buildings.
- For long events, schedule break times.

Personal Protective Equipment

- If tickets are being collected or attendees checked, consider Plexiglas (or similar) barrier to protect event staff.

Educate and Enforce

- Program leads/Event hosts are responsible for ensuring those in attendance follow all established requirements.
- We are all responsible for making sure all community members adhere to the [Green & Gold Promise](#).

Ideas for physically distanced programs can be found [here](#).

Contracts

Keep in mind all requests for spending must be approved by your division's Vice President/Vice Provost. Should you plan to bring someone virtually, it is strongly suggested that you start this process as soon as possible to avoid delays in approval and payment.

If booking speakers/performers virtually, the speakers and performers are not allowed in UVM spaces. Speakers/Performers must provide programming from a remote location.

The Green and Gold Promise and Compliance

All members of the UVM community are expected to adhere to the Green and Gold Promise. This guidance principles is in place to ensure we are all doing our part to stay healthy. It is expected that every program participant adhere to the Green and Gold Promise at all times.

Any failure to comply may lead to immediate removal from an event or from campus. Those failing to comply may also lose their ability to use certain facilities. Violations of the Green and Gold Promise will be referred, reviewed and adjudicated in accordance with the procedure outlined in the Code of Student Conduct. In the event a participant does not follow the health and safety guidelines in place, the following will occur:

- The participant will be asked to comply by the program lead/event host (ex. please go back grab your mask to enter)
- If the participant does not comply after the request has been made, the participant will be issued a warning (ex. you are required to adhere to all COVID safety guidelines as per the Governor's orders and the Green and Gold promise. Failure to do so could result in conduct sanctions).
- If the behavior persists, the event host will contact Campus Police.
- Depending on the severity of the situation, the event sponsor may refer the participant to the Center for Student Conduct [through this link](#).

Food

We suggest you avoid serving food at your programs. That being said, we recognize that food is a great motivator to encourage attendance at these programs. If food will be provided as a part of your program, you must adhere to the following guidelines in order to ensure the health and safety of program attendees.

- There must be no communal food source (ex. buffets, family style).
- All food must be individually packaged.
- Food prepared by students, faculty or staff is prohibited.
- No external caterers will be approved; University Dining Services is your source for catering needs.
- Note: Individual ordering of food for personal consumption is allowed; however, delivery inside a UVM facility is prohibited. The transaction must be completed outdoors and all social distancing (6' spacing, wearing facial coverings) is still required.

Technology

Microsoft Teams is the approved software utilized by UVM for all virtual programs and meetings. However, if there is a need that requires the use of an alternate technology platform, please consult with ETS. Teams has robust functionality designed to meet most programming needs so it is important that your staff is well versed on the use of the platform. To prevent delays, it is highly recommended that you connect with your office or departmental IT professional/tech expert to learn the details of Teams or contact ETS for assistance.

Remote Streaming:

- This will not be provided in house. If you plan to stream an event from off campus, you will need to engage an external vendor.
- On campus streaming from outdoors will be very limited. Locations for outdoor streaming will be made available at a later time.
- The UES team is willing to work with you on all of your programming needs so be sure to reach out as needed.

Logistics

Physical space is limited. We strongly encourage you to deliver your programs remotely or outdoors. The EMS reservation system has been updated to reflect room capacities and availability and Events Services has published [event guidance](#). The timeline for reserving space is forthcoming. In all instances, when using space on campus, all other health and safety requirements (facial coverings, physical distancing, etc.) must be met.

Space Usage:

- In compliance with the Governor's orders on indoor capacity, there are currently only 2 indoor spaces on campus that can accommodate more than 70 people – Ira Allen Chapel (75) and

Grand Maple Ballroom (71 people). If you plan to host a large gathering indoors on campus, you will need to plan ahead as these spaces are very limited. You should look at hosting the event at an off-campus location or outdoors. Please note that the pews in Ira Allen chapel cannot be removed. The configuration in that space cannot be changed. It is also important to note the chapel is primarily be used as a classroom space so classes will be prioritized. It will only be available as a programming space after 8pm during the weekday and on weekends.

Tent Use: (Also see Tent Guidelines)

- Tents will be stationed on the DC Green, the Fleming Green University Heights Oval, Redstone Green and Trinity Campus. These tents will be available for use as programming space
- You may reserve tent space through the EMS reservation system. Note that priority will be given to students using the tent space for dining during lunch and dinner hours.
- Since the tents are outdoors, all program leads/event hosts will need to comply with noise ordinances.

Space Reservations

Priority for space reservations will be given for academic use and for services related to COVID19. **Multi-year reservation programs still have priority except for those spaces set aside for academic purposes this year.**

Travel, Shuttles, Passenger Vans

No travel outside of the state of Vermont will be permitted.

Passenger capacity of shuttles and vans is reduced, see [Transportation Safety Guidance](https://www.uvm.edu/sites/default/files/Fall-2020-Return-to-Campus/RTC_Transportation_Safety_Guidance.pdf)
[https://www.uvm.edu/sites/default/files/Fall-2020-Return-to-Campus/RTC Transportation Safety Guidance.pdf](https://www.uvm.edu/sites/default/files/Fall-2020-Return-to-Campus/RTC_Transportation_Safety_Guidance.pdf)

Off Campus Facility Rental/Reservations

It is highly recommended that all programs take place virtually. However, should there be a need to use a facility off campus for your programs, you must notify your Vice President/Vice Provost and all contracts will be reviewed by OGC. In addition, the venue would need to accommodate all campus, state, and federal laws and policies regarding COVID19 health and safety including the availability of attendee sign-in sheets in the event there is a need for contact tracing.

Advertising

UVM BORED is the main source for communicating with students about campus activities and events. Now, more than ever, it is critical that we utilize online platforms for advertising and showcasing events. With less people on campus, the reliance on bulletin boards and traditional means of posting flyers will not reach the intended audience(s). UVM BORED is the ideal platform as it serves as a master calendar where all events and programs across campus are visible. Members of the UVM community will be able to search UVM BORED for programs that are designated as either virtual, in person or hybrid. To submit your program to the UVM BORED calendar, fill out the event submission form found [here](#).

Cross Campus Collaboration

Due to limitations of space, the campus community is encouraged to make a concerted effort to collaborate across units and offices in order to maximize available space use and eliminate competition for limited space. Members of the campus community should make an effort to avoid redundancy in programming and be willing to do their part to eliminate same or similar programs and to work together to develop joint programs whenever there is overlap in the target populations or in the types of programs offered (ex. WAGE is hosting a program about women navigating the workplace, the Black

Student Union is hosting a program on bias in the hiring process, and the Careers Center is hosting a program on career readiness. There is opportunity for collaboration).

Health and Safety

Every effort must be made to provide virtual programming; however, given the difficult circumstances in which we are living, in-person community gatherings can be therapeutic, helpful and meaningful for students if conducted in a safe way and in concert with UVM policies (see above).

Keep in mind we will only be in session through November 24, 2020. Over programming our students and over burdening our staffs should be avoided. A good way to combat against this is by collaborating with our campus partners and student organizations.

The health of others can be compromised in ways you cannot see so it is important to honor all of the health and safety guidelines, including our Green and Gold Promise, that have been implemented to provide a safe and healthy campus.

Supplies

Program lead/Event host is responsible to ensure that all programming meets current health and safety requirements and guidelines and follows approved plan. All identified risks regarding programming should be addressed in resumption of in-person operations plans which are reviewed by the UVM Strong health & Safety committee.

Program lead/Event host is responsible for procuring the necessary supplies needed for your office and programs.

Facial Coverings: See <https://www.uvm.edu/returntocampus/face-coverings>

- Participants must wear a facial covering at all times. Be mindful that wearing facial coverings can be difficult for some so keep this in mind as you think about program length.
- Facial coverings are required even during strenuous activities. If a participant has a physical, intellectual, or developmental disability that prevents them from wearing a face covering, they may qualify for an accommodation. Absent an accommodation, all other facial covering requirements must be met. In the event that a facial covering is temporarily removed during or immediately after strenuous activities, the physical distance requirement must be increased to 10' for the duration of the removal.
- Be sure to keep your facial coverings clean! Wash them regularly and do not reuse in between washes.
- Don't touch your mask! Keeping your hands away from your face reduces the risk of transmission.
- Due to systemic racism and other forms of bias, there may be people, especially those identifying as BIPoC who may have some [apprehension](#) around wearing a face covering. If you are concerned about following the face covering mandate, please contact the Covid Information and Service Center at 802-656-1010 or UVM.Strong@uvm.edu

Outdoor Programming In-Person Operation Plan

- Outdoor Registered Student Organizations are required to develop an In-Person Operation Plan that is reviewed and approved by committee before any organizational event can begin. Below are a list of Outdoor Clubs:

People of Color Outdoors (formerly Alana Gear)
Backcountry Club

Chicks on Sticks
Fly Fishing
Horticulture Club
Outing Club
Ski & Snowboard Club
Summit Sisters
Sustainable Transportation
UVM Bikes!
VSTEP
Wildlife & Fisheries Society

- Any organization wishing to host Outdoor adventuring type programs (Ropes Course, etc.) will be required to meet with Megan Meinen, Coordinator for Outdoor Programs to discuss trips to ensure all safety mechanisms are in place including those that are COVID-19 related.
- Plans for Outing/Adventuring activities must:
 - Follow the state of Vermont’s Outdoor Recreation Guidelines:
 - <https://fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19>
 - <https://vtfishandwildlife.com/outdoor-recreation-and-covid-19>
 - Follow all university protocols for physical distancing and facial coverings
 - Follow all protocols for safe van use. All plans must include a transportation plan
 - Include in their plan details about cleaning shared equipment.
 - Plans to minimize risk.
 - Include plans for delivering first aid in a safe manner when responding to accidents and incidents that require close contact.
 - Contingency plans that take into consideration congested areas.

Campus Resources

Technology Help and Support <https://www.uvm.edu/it/help/>

Campus Dining <https://uvm dining.sodexomyway.com>

Events outside of the Davis Center: campusevents@uvm.edu or 656-5667

Events in the Davis Center: dcevents@uvm.edu or 656-1204

Athletic Facilities: gregg.bates@uvm.edu or 656-7705

COVID Information & Service Center: UVM.Strong@uvm.edu or (802)656-1010