

**Approval Process for Student Affairs  
On/Off Campus Functions/Events During  
COVID-19  
(Subject to Change)**

**PURPOSE:** Registered student organizations seeking to obtain permission to host an on/off-campus function/event must adhere to key elements of the academic plan for reopening campus. This guidance provides the process for approval of necessary **Campus Functions/Events** hosted by registered student organizations and/or Student Affairs departments/units of the University of South Alabama.

As stated in the [Finance and Administration Plan](#), until further notice and pursuant to CDC recommendations, in-person University events will remain cancelled until such time as the CDC indicates that the community spread of COVID-19 has decreased to an appropriate level. This applies to all social gatherings and ceremonies. This policy does not apply to classroom instruction. Necessary in-person meetings, including interviews, should be limited to no more than 10 people. Individuals participating in such meetings will be required to adhere to the CDC guidelines on social distancing, wearing masks and other precautionary measures. If the meeting includes food, the food should be boxed. This policy will be regularly reviewed and may be modified by the University Committee for Reopening Campus depending on the trajectory of the pandemic. All events/functions, including those involving non-enrolled minors under the age of 19, are canceled by the University Committee for Reopening Campus until further notice due to COVID-19.

To control the risks of COVID-19 exposure to University employees, the Campus Reopening Committee has determined that, until further notice, no visitors or invited guests are allowed in buildings on the main campus. This does not include contractors and vendors who are required to be on campus to fulfill their obligations. Any other exceptions to this policy must be approved by a divisional Vice President. As noted above, this requirement will remain in place until further notice from the Committee. All events must also follow the On-Campus Functions/Events with Non-enrolled Minors Policy posted on the University website.

This document is intended to supplement, but not replace, existing policies governing on/off-campus functions/events. The additional steps outlined herein **MUST be followed to reduce the spread of COVID-19 and increase the safety** of all on the University campus. The process outlined is also intended to express the responsibility that will be undertaken by the student group and/or department unit that wishes to host an on/off campus event.

If hosting an in-person, as opposed to a virtual, event/function that is deemed essential or

absolutely necessary during the COVID-19 pandemic, the event/function organizer must follow the process outlined below:

### **PROCESS FOR APPROVAL FOR IN-PERSON EVENTS:**

1. Student groups seeking to host a campus function/event must receive approval in writing from the Associate Dean of Students. The chain of command must be followed for approval. The request must include:

- name of the person and organization/department/unit requesting the event
- the date of when the events will be held
- the location of the event (building/s and room number/s) Must be booked and approved through EMS.
- a description of the event/function
- a rationale as to why the event must be held on campus and not virtually.

In addition, the request must include a plan for managing the event to reduce the risk of spreading COVID-19 by addressing how the following bulleted list will be accomplished in detail:

- How will visitors be presented with the health/safety education training that is **required** of all faculty, staff, students, vendors, contractors, and other members of the university community?
- How will social distancing and density reduction be accomplished?
- How will the maximum number of people allowed at the proposed event be established and enforced in the reserved space/s? The university policy concerning the maximum persons allowed cannot be exceeded regardless of the space used. **No more than 10 people are allowed for an event/function.** This number can vary depending on the spread of the virus on our campus or in the community.
- How will the university requirement for face masks be accomplished and enforced in all indoor settings, and in outdoor settings when social distancing is not practical?
- Hand sanitizing stations must be made available by host organizations for attendees throughout the event.
- How will temperature checks be conducted (**if deemed necessary by the reopening committee**)?
- Sponsoring organizations must submit a guest list with the approval request.

2. The questions above must be addressed in detail and submitted to the sponsoring department or unit then to the Associate Dean of Students and then to the Vice President of Student Affairs/ Dean of Students for final approval. If concerns are noted, the request will be returned for revisions and resubmission. **All requests need to be submitted one month prior to the desired date for proper consideration.**

3. All persons allowed on campus **must** complete the REDCAP online survey conducted by USA Health **no more than one week prior to arrival** in order to be cleared to come on campus. **To**

access and submit names to the REDCAP online survey, please contact Dr. Casey Daniel at the following email address [cdaniel@southalabama.edu](mailto:cdaniel@southalabama.edu) or 251-445-9840. The responsible person for the event will receive an email notification from USA Health for **each approved and unapproved person** after the survey is complete. This documentation should be kept on file in the sponsoring department/college.

- **No visitors should be allowed in the event.**
- **A university waiver of liability may be required depending on the nature of the event and must be signed and submitted** by each student to the sponsoring organization/unit prior to the event. This documentation should be kept on file in the sponsoring department/unit.
- **Attendees will need to notify the University contact tracing team if they become symptomatic and test positive for COVID-19 within 14 days following the event including the event date, as per [University Contact Tracing requirements](#).**
- A signed, electronic copy of the event, once approved, **must** be filed in the Dean's or sponsoring department/unit office with an attendance list.
- The Vice-President of Student Affairs, Associate Dean of Students, and the designated EMS facilitator for applicable University facilities retain the option to change any dates and/or policies that are currently in the Approval Process for Student Life On/Off Campus Functions/Events during COVID-19.