

Reopening Plan for Student Organizations – Fall 2020

As we prepare for students, faculty, and staff return to campus, we want to put procedures in place to maintain a safe campus environment and encourage practices that protect the health of our students, faculty, staff, visitors, and our community at large. The following measures are in place for student groups in order to keep you safe and healthy as you engage with our campus community:

Safety First

- Effective **July 15, 2020**, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible.
- Face covering use will be in addition to and **is not** a substitute for social distancing.
- Face coverings are not required in one's own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.
- Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.
- In all instances where possible, six feet social distancing must be maintained.
- Wash hands and use hand-sanitizer often. Keep in mind that hand sanitizer does not substitute for handwashing. The CDC recommends handwashing for at least 20 seconds.
- All members of the campus community are asked to self-monitor for signs and symptoms of Covid-19 (utilizing CDC list of symptoms and guidance from the GDPH) each day and to stay home if you feel sick. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19. If you experience any of these symptoms, please contact University Health Services immediately.

- All students are required to complete the COVID-19 training in SkillSoft to help maintain a healthy and safe campus community.

Student Organization Registration

- All student groups are required to complete the RESET (Registration Enrichment and Support Education Training) in order to have active status for the 2020-21 academic year.
- RESET will be held in D2L this year. To access D2L, access the SWAN and use your SWAN credentials. The RESET training in D2L will be available July 15 – October 2, 2020 for student organization registration.
- In addition to RESET, you will need to upload the appropriate documents into Loch-In. These include, but may not be limited to: Organization Roster, Organization Constitution, and Advisor Agreement.

Student Group Programs, Events, and Meetings

- In order to effectively social distance, official events and meetings will need to be held in the university's official virtual platform, TEAMS. In TEAMS, student organizations can create their own groups and save documents such as minutes, rosters, and other important documents that all members can access. A TEAMS training for student groups leaders will be held on July 22. Please contact Mr. Willie Mickell, Assistant Director of Student Organizations for more information (WillieMickell@clayton.edu).
- All events and meetings will still need to follow the approval process. The event will need to be registered in Loch-In and approved by your advisor and Campus Life Administrators. This is so that we can keep track of events being held, help promote these events to the student body, and ensure that we are utilizing our resources and technology efficiently and effectively in support of the University's goals and mission.
- Event flyers will still need to follow the approval process. Flyers must include the title of the event, date, time, and location of the event, event sponsor, and the disability statement. Please email an electronic copy of your flyer at least five days prior to the event to Mr. Willie Mickell, Assistant Director of Student Organizations for approval prior to posting virtually and in social media platforms.

Budgets, Fundraising, and Purchases

- All budget, fundraising, and purchase requests will still follow the same procedures as outlined in the RESET presentation and the Student Affairs Business Office (SABO) business manual. Please access the SABO business manual for more information.
- Dues collection will still follow the same procedures as outlined in the RESET presentation and the Student Affairs Business Office (SABO) business manual. Please contact Mr. Willie Mickell, Assistant Director of Student Organizations if your organization will collect dues.

Travel

- Due to COVID-19 concerns, Clayton State University and the University System of Georgia have suspended all unessential travel.

Marketing and Recruitment Activities

- Student groups are encouraged to participate in the virtual Student Organization Fair and the virtual Student Organization showcase to effectively recruit new members.
- All other recruitment activities (specifically for national organizations) should offer an alternative virtual format.
- Due to social distancing measures, Main Street table reservations have been suspended until further notice.
- Student groups may design their own unique and original student organization logo provided that appropriate copyright and trademark laws and guidance are practiced. Please contact Mr. Willie Mickell, Assistant Director of Student Organizations if your organization is interested in designing a logo or for logo approval.

In-Person Activities

- The health and safety of our campus community is our priority during these unprecedented times. Therefore, there will be limited approvals of in-person activities. Requests for such events must include a practical plan for social distancing, limit participation to appropriate social distancing capacity, a cleaning plan, and other requirements as deemed appropriate to maintain the health and safety of the campus community.
- Certain Tier IV student groups maintain office space in the Student Activities Center (SAC) Student Organization Suite. These offices will be limited to one person occupancy while in use.
- The Student Organization Suite will be closed due to social distancing, however student leaders may still access resources, including copies, supplies, and other materials by appointment with the Assistant Director of Student Organizations.

Student Group and Student Leadership Trainings

- Tier III and Tier IV student organizations will be required to attend the monthly Council for Student Organization Leaders (CSOL) virtual meeting. All student group leaders regardless of Tier level are encouraged and welcomed to attend these meetings.
- Tier IV student organizations leaders will be required to attend scheduled student development days and other trainings as required of the leadership position.

Policies and Procedures

- Student organizations are held accountable for following all university policies and procedures as outlined in the following documents:
 - Social Distancing and Mask Wearing Guidance
 - Student Organization Handbook
 - Student Code of Conduct and Handbook
 - Student Affairs Business Office (SABO) Business Manual
 - Space Reservation and Usage policies
 - Posting Policy
 - Event Approval Policy
 - All other policies that apply

Contacts

<u>Name & Title</u>	<u>Email</u>	<u>Phone</u>
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DEPARTMENTS		
Campus Life	Student Activities Center (SAC)	678-466-5433
Disability Resource Center (DRC)	Edgewater Hall, Suite 255	678-466-5445
Recreation and Wellness	Student Activities Center (SAC)	678-466-4971
University Health Services	Laker Village 5809 Northlake Drive Building 1000 Morrow, GA 30260	678-466-4940