



## 1.0.015 MSOE-Sponsored Gatherings

<b>Subject</b>	MSOE-sponsored gatherings for faculty, staff, students, alumni, and/or the general public
<b>Effective Date</b>	October 1, 2020
<b>Revision Date</b>	N/A
<b>Approvals</b>	Pandemic Response Team / Raider Return Task Force
<b>Responsible Office</b>	Academics
<b>Owner/Creator(s)</b>	Pandemic Response Team / Raider Return Task Force

### I. PURPOSE and SCOPE

As a result of MSOE's COVID-19 response, the Raider Return Task Force has established new guidelines for university-sponsored gatherings for faculty, staff, students, alumni and/or the general public. A gathering is any university sanctioned/sponsored event or activity as well as any non-university sanctioned event where members of the MSOE community and/or the general public may assemble together. Guidelines have been updated for the Fall 2020 term and will continually be updated.

The Raider Return Task Force will continue to provide guidance and resources to help students and student organizations engage and connect with the campus community.

### II. DEFINITIONS:

Element	Definition
None	

### III. POLICY STATEMENT

Event organizers must submit an event request and/or safety plan ten business days prior to event. All requests and safety plans that are submitted by faculty and staff will need to be approved by the Vice President that oversees the area making the request. Student requests will be approved by the Director of Campus Life.

Room capacity and availability will be limited due to physical distancing, sanitization requirements, and other safety precautions.

Event attendees are expected to know and abide by the [Raider Responsibility Pledge](#).

## **IV. PROCEDURE**

### **A. MSOE-Sponsored Gathering Guidelines**

- All on-campus and off-campus gatherings must comply with local health department orders as well as official university policies and expectations to include physical distancing, wearing masks/facial coverings and ensuring the gathering has the appropriate and allowed number of attendees per health department guidelines. Faculty/staff found in violation of the gatherings policy will be referred to Human Resources for disciplinary action. Students found in violation of the gatherings policy will be subject to discipline of the student code of conduct from the Office of the Dean of Students and face sanctions up to and including suspension and expulsion.
- University sanctioned or sponsored student social events with alcohol, whether on- or off-campus, are not permitted.
- Students who attend, participate in or otherwise support, and/or conceal a gathering that violates the policy may be suspended or expelled for a first offense.
- All meetings that can effectively be done virtually should be held virtually to decrease potential exposure and increase safety.
- All in-person gatherings require approval from the Vice President who oversees the area making the request for faculty and staff requests and by the Director of Campus Life for student requests (in-person gatherings will be restricted in size in accordance with CDC recommendations and space capacity).
- Anyone requesting in-person gatherings will be required to submit a safety plan that outlines safety measures. Approval will be determined on a case by case basis.
- Face coverings must be worn, and physical distancing must be observed during in-person gatherings on and off campus.
- Prior approval is required for attendance and/or participation by guest speakers, lecturers, and non-MSOE students during in-person gatherings.
- Handouts, giveaways, and freebies are discouraged. If handouts are provided, precautionary steps must be taken to ensure recipients do not congregate to receive the items.
- All food services must go through American Dining Creation (ADC), MSOE's exclusive food service provider.
- Additional hygiene and sanitization processes may be required based on the event information
- Student events off campus must adhere to the student organization guidelines and must receive prior approval from the Office of Campus Life.

**B. Areas of Campus to Host In-person Gatherings**

- Diercks Hall Auditorium (capacity 32)
- Student Org Conference Room (capacity 10)
- Diercks Hall Atrium (capacity 32)
- Todd Wehr Auditorium (capacity 25)
- Athletic Field (capacity 200)

**C. Consequences for not Following Guidelines**

- Cancellation of event
- Restriction of privileges to reserve space on campus for future events
- Restriction on receiving funds for future events
- Referral to Human Resources for disciplinary action or the Office of the Dean of Students for violations of the Student Code of Conduct

**V. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD**

[CDC Coronavirus COVID-19 Guidelines](#)

**VI. LIFECYCLE**

Reviewed annually or as needed

**VII. APPENDICES**

None

<b>This section to be completed by the Records Manager</b>		
<b>Related Policies</b>	Facial Coverings	
<b>Date Due for Review</b>	August 2021	
<b>Public Location(s)</b>	MSOE Policy Library/linked to MSOE.edu	
<b>Record Manager</b>	Dr. Melodie Fox, AVP of Curriculum and Knowledge Management	
<b>University Archivist</b>	Denise Gergetz, Librarian	
<b>Version History</b>		
<b>Date approved</b>	<b>Amendment Summary</b>	<b>Date(s) cross locations updated and past version provided to University Archivist</b>
Campus Life: August 26, 2020	Initial approval (Replaces Student Gatherings policy)	N/A Student gatherings archived 10/1/2020