

Student Organization COVID-19 Event Guidelines

Upstate Medical University, Office of Campus Activities • Fall 2020

Updated: July 2020

MEETING & EVENT GUIDELINES

- All organization activities must be pre-approved through the Office of Campus Activities – this includes all events on or off campus, in-person, virtual or hybrid.
- Meetings and events with 50 and fewer participants may be held in-person; events with 50 or more must be held as a virtual or as a hybrid (a combination of in-person and virtual) event.
- In-person meetings must adhere to social distancing guidelines and facemasks must be worn at all times unless a participant is seated and appropriately distanced from others. Event marketing must include the following language: “Participants must follow public health guidelines mandated by State of NY and Upstate Medical University. Masks and social distancing required at all events.”
- All meeting rooms at Upstate have been assigned a maximum capacity based on social distancing requirements; attendance may not exceed assigned social distancing capacities – the Office of Campus Activities can assist with suggested campus facilities for your upcoming event.
- Organizations must be flexible with location preference due to facility capacity restrictions.
- Please plan in advance as campus facilities may be more difficult to schedule due to academic class needs and reduced capacity guidelines.
- All student participants must be checked-in via Presence for all meeting formats.
- Access to online platforms is available through the Office of Campus Activities – please contact the staff for virtual platform recommendations.
- Special guests or speakers are not allowed in-person if traveling from a NY Mandated Quarantine State or any guests who have traveled to such a state within the past two weeks. Information on the NY State COVID-19 Travel Advisory including the list of restricted states can be found at <https://coronavirus.health.ny.gov/covid-19-travel-advisory>
- Off-campus events must follow all Upstate regulations, even if the off-campus venue has more lenient regulations.
- Event marketing must include the following language: “Event sponsored in-part through your mandatory student activity fee.”

Virtual Only Events

- All participants must check-in for events
- There are three virtual platforms through the Office of Campus Activities available to student organizations for their meetings and events: WebEx; Zoom and Remo. The Campus Activities Staff can discuss with you which platform may be the best for your organization based on the event you are hosting and the anticipated number of participants.
- If access to a virtual platform is needed, the request must be submitted at least five (5) business days in advance – this request can be submitted along with the event request given the five day advance.

Recommended Guidelines

- Advance sign-up of in-person attendees is recommended so as to not exceed capacity guidelines
- Virtual option is recommended when possible
- Utilize spaces that have separate entrance and exit points when possible

FOOD

- All food must be pre-packed/individual serving and bought from a store or restaurant.
- No buffet/self-serve or served food is allowed.
- All left-over food must be disposed of properly and may not be left out in public spaces.