

<b>Title</b>	Guidance on in-person student activities
<b>Purpose</b>	The purpose of this guideline is to provide medical students with guidance for holding in-person events and to outline the process for event approval
<b>Office or person responsible for implementing</b>	Medical Student Services, Office of Student Success
<b>Applies to</b>	All UAB School of Medicine student groups, organizations, and committees
<b>Rationale</b>	<ol style="list-style-type: none"> <li>1. All student events must comply with UA system, <a href="#">UAB United</a>, and School of Medicine policies and guidelines regarding social distancing, limited capacity, wearing of protective equipment, etc.</li> <li>2. Because we are members of the medical and healthcare community, we have an obligation to set an example for the larger UAB community. This means, we should strive to go above minimum standards for compliance and safety.</li> <li>3. We need to be cognizant of spending during a time when finances are limited across the university and healthcare systems.</li> <li>4. Judiciousness and thoughtfulness should be practiced when determining timing of events and which events require in-person contact. <ol style="list-style-type: none"> <li>a. Events should be held in-person only when the function and spirit of the event cannot be replicated in an on-line format.</li> <li>b. Whenever possible, events should be postponed unless doing so would cause significant and irreparable disruptions to the student experience.</li> </ol> </li> </ol>
<b>Details</b>	<p><b>Expectations for student events:</b></p> <ul style="list-style-type: none"> <li>• Our expectation is that the majority of student meetings and events will remain in an on-line format.</li> <li>• Our expectation is that only a few select events will meet the threshold described in the above rationale: Events should be held in-person only when the function and spirit of the event cannot be replicated in an on-line format.</li> <li>• Our expectation is that students will exhibit the highest levels of professionalism and leadership when organizing and attending in-person activities.</li> </ul> <p>As with all processes and procedures related to COVID-19, these guidelines are subject to change with little notice. In-person events may need to be re-scheduled or moved to an online format, as circumstances change.</p> <p><b>Guidance on events:<sup>1</sup></b></p> <ul style="list-style-type: none"> <li>• Off-campus events will not be approved.</li> <li>• Indoor 50 or fewer people may be permitted, and outdoor events of 100 or fewer people may be permitted, if properly approved.</li> <li>• Room reservations must be made using the <a href="#">Virtual EMS</a>. This system has been updated to reflect reduced capacity in Volker Hall spaces.</li> <li>• Student organizations must be registered in <a href="#">Engage</a>, UAB's student involvement system.</li> <li>• Student Organization Advisors (for Departmental and student-led organizations) must be present for the entire event. Department-sponsored events must have at least one professional staff member present as the point of contact for the activity. <ul style="list-style-type: none"> <li>○ For student orgs, this means your faculty advisor must attend.</li> <li>○ For LCs, this means your faculty mentor or department staff representative, Jason Noah, must attend.</li> <li>○ For all other committees and organizations, the appropriate department staff representative or faculty advisor must attend.</li> </ul> </li> <li>• Events must be in spaces that allow for 6 feet of social distancing at all times.</li> <li>• Attendees will be required to wear masks, unless actively eating/drinking. <ul style="list-style-type: none"> <li>○ The expectation is that attendees will wear masks the majority of the time during the event. Event planners are asked to find ways to prevent all attendees from having masks removed at the same time: staggered eating during the meeting; only having masks off while actually taking a bite of food; etc.</li> </ul> </li> <li>• Food served must be provided in completely self-contained packaging (e.g. boxed meals, to-go packages). Food on trays is not allowed, even if the food is wrapped.</li> </ul>

- Participation is limited to the UAB Community. All attendees are expected to present a BlazerID if asked, and show an Event Passport, via the [GuideSafe™ Event Passport](#) or [Healthcheck](#) app.
- Attendees must complete [Healthcheck](#) within 24 hours prior to the event, and must present a “clear” Event Passport. This must be verified by the student leader managing the check-in process.
- The Office of Student Success and Medical Student Services must approve all on-campus events, meetings, and activities.
- On-campus events must be approved 7 business days prior to the event, and require the following:
  - Submission of [approval form](#)
  - Meeting with Office of Student Success staff member.

**Student officers, group leadership, and/or event organizers are responsible for the following:<sup>1</sup>**

1. Ensuring event has been approved
  - a. Room reservation in [Virtual EMS](#), submission of [approval form](#), and meeting with Office of Student Success staff member.
2. Remind all attendees register with [Healthcheck](#) 24 hours prior to event.
3. Ensure attendees present a “clear” status via the [GuideSafe™ Event Passport](#) or [Healthcheck](#) system.
4. Ensure policies on social distancing, masking, and food delivery are maintained during the event.
5. Provide Medical Student Services, Office of Student Success a detailed list of attendees in case there is a need for contact tracing.
6. Disinfecting space before and after each use with disinfecting wipes.

**General sanctioning guidelines:<sup>2</sup>**

The UAB School of Medicine takes student safety seriously. Reports or incidents of student events that do not meet the above requirements will be investigated. The following are the general sanctions applied to student groups.

Before any sanctions are applied, Medical Student Services, Office of Student Success will ask to meet with the student leadership of the group or organization.

**First Violation:** A written warning will be issued to the group and the group will lose the ability to host in-person student events for a designated period of time. The group’s executive officers and advisor will be required to take additional health and safety training related to COVID-19. Depending upon the seriousness of the violation regarding risk to health or safety, additional and more severe sanctions, more significant loss of privileges, or removal from campus may be imposed.

**Second Violation:** The student organization will be placed on probation and will lose its ability to host any events for at least the remainder of the semester. The entire student organization and its advisor will be required to take additional health and safety training related to COVID-19. Depending upon the seriousness of the violation regarding risk to health or safety, additional and more severe sanctions, more significant loss of privileges, or removal from campus may be imposed.

**Third Violation:** The student organization will lose all privileges for the remainder of the academic year. To the extent the organization provides food service to its members, that—and only that—may continue. Depending upon the seriousness of the violation regarding risk to health or safety, additional and more severe sanctions, more significant loss of privileges, or removal from campus may be imposed.

**Fourth Violation:** The student organization will be placed on inactive status<sup>3</sup> for one academic year.

	<p><sup>1</sup>As with all processes and procedures related to COVID-19, these guidelines are subject to change with little notice. In-person events may need to be re-scheduled or moved to an online format, as circumstances change.</p> <p><sup>2</sup>Sanctioning guidelines are based on <a href="#">UA Return Plan for student organizations</a>. Guidelines will be adjusted to align with UAB sanctions, once these are released. Medical Student Services, Office of Student Success reserves the right to apply sanctions in any order, and in any degree, based on the severity of the infraction. Additional sanctions specific to the School of Medicine, may be applied.</p> <p><sup>3</sup>The term “inactive status” is a term specific to the UAB School of Medicine.</p>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• <a href="#">UAB United</a> is the university’s outline for student re-entry. Students are encouraged to regularly review these policies, particularly the section “Extracurricular-Clubs/Organizations.”</li> <li>• <a href="#">The Social Event Guidelines for Student Events</a> policy issued through UAB Student Affairs provides additional guidance on holding in-person events.</li> </ul>

<b>Created</b>	August 2020
<b>Implemented</b>	September 1, 2020
<b>To be reviewed</b>	Ongoing

**Checklist for hosting an in-person event:**

**Before the event**

- Student orgs: Register your org in [Engage](#), UAB’s student involvement system.
  - Click on the org tab at the top, and then they should see a “register an organization” button.
  - More info on page 12 of the [UAB organization handbook](#)
- Reserve your meeting space using the [Virtual EMS](#)
- Submit the submission of [approval form](#) for your event (Event must be approved 7 business days ahead)
- Meet with Jason or Kaitlin for final approval
- Make sure attendees complete [Healthcheck](#) 24 hours prior to event
- Secure your faculty advisor, LC mentor, or departmental staff person can attend for the entire event.

**During the event**

- Have a system to ensure attendees present a “clear” status via the [GuideSafe™ Event Passport](#) or [Healthcheck](#) system.
- Have a system to ensure policies on social distancing, masking, and food delivery are maintained

**After the event**

- Ensure event space is thoroughly clean.
- Provide the Office of Student Success with a detailed list of attendees.