



Safety Guidelines for Campus Events

The COVID-19 pandemic has informed many changes across campus to support the safety and health of our campus community. With this in mind, the 2020-2021 academic year will look very different from what we are used to on campus.

The Center for Student Involvement will use the parameters and protocols set forth as a part of the [University's Return to Campus Plan](#) as a basis for guidelines for student life on campus and will determine how staff and students will engage in various activities and programs. The University is asking student organizations to come up with creative engagement plans that accommodate safety and other health-based protocols. Our current approach is designed to create living-learning environments that allow our values to thrive under COVID-19 conditions. We are encouraging organizations to use virtual methods as often as possible to reduce contact and potential transmission of the virus.

Xavier University of Louisiana requires masks in all open spaces around campus. Exceptions are only made for eating. Organization leaders should encourage students to wear their masks at all times and to wash or sanitize their hands often.

If at any time you have questions, please contact Ms. Sharrone Godfrey, smgodfre@xula.edu and Ms. Sierra Blanchard, sblancha@xula.edu.

Food Safety

In an effort to encourage the safe distribution of food to students, faculty and staff, buffet style serving is prohibited. We strongly encourage organizations to purchase snacks or food that have been



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pre-packed by caterers or vendors. Food may be packaged by student leaders under the supervision of the organization advisor. If the advisor is unable to assist the organization with pre-packaging food, please contact the Center for Student Involvement. Food must be packaged in a secluded area that is not accessible to the general population or event attendees. Students and advisors must have on masks and gloves while packing food. Reusable utensils are prohibited and should be replaced with pre-packaged disposable utensils.

Student leaders should be prepared to serve pre-packaged food and beverages during events. Servers must wear gloves and masks while serving.

X-Connect and Event Monitors

All events must be submitted in X-Connect at least a week prior to the event. Failure to submit the event may result in cancelation of events and future room reservation privileges. With the submission of each event in X-Connect, there is a requirement to submit the name of an approved Event Monitor. Event Monitors must be approved by and trained through the Center for Student Involvement PRIOR TO THE EVENT. Training will be conducted on a rolling basis. To ensure the Event Monitor is trained in time, please submit requests at least three weeks prior to the event. Each organization should have

two to three registered Event Monitors. Organizations should consider adding the Event Monitor position to the executive board committee in order to ensure the event monitor can attend every event. Event Monitors should not be executive board members that will have other duties at events. Once trained, Event Monitors will be certified for the remainder of the Academic Year. Organizations can request training for event monitors by submitting information to this form:



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<https://xula.campuslabs.com/engage/submitter/form/start/434382>. Per city and University guidelines the Event Monitor will be trained to insure that social distancing, mask wearing, and proper hygienic guidelines are being enforced. There needs to be 1 monitor for every 50 guests.

Gold Dot Spacing

In an effort to assist with physical distancing at approved events, the Center for Student will provide large gold dots that organizations can use to place around their event space. These dots should be placed 6 feet apart in order to encourage physical distancing at events. To borrow the dots please email Ms. Godfrey, smgodfre@xula.edu. Dots must be returned within 24 hours after the event. If you would like information about ordering the dots for your own organization, please contact Ms. Godfrey.

Event Check-In

Students should utilize the Event Check In option available through X-Connect. To check students in,

you will need to download the “Campus Labs Check-In” app. Each event produces an event code that you can utilize to record attendance for your event. Students will need to present their “Campus Pass” which can be downloaded from their individual X-Connect portals and used at all events.

Records of event attendance will be used to keep track of how many students are attending events and to assist with contact tracing should notices need to be sent.



Center for Student Involvement **Room**

Reservations

Student organizations will be able to reserve space, but we anticipate those spaces to be more limited. Rooms will be available for events at 25% or less capacity. Events will not be approved for space if the event was not previously entered and approved in X-Connect. For each room an event is being held, there must be an event monitor per 50 people. When possible, please utilize outdoor spaces for events to encourage better distancing. Please remember outdoor spaces should still be requested by an advisor via EMS or through the Office of Student Affairs. In order to block off streets or parking lots please contact the Office of Student Affairs or XUPD.

Zoom Meetings

Each student’s Zoom account has the capability to host a meeting with up to 300 attendees.

Should you believe your meeting or event will have more than 300 hundred virtual participants, you

will need to fill out a form to request a webinar link that can host up to 500 participants. Please note these links take time to create as we must go through a different office. Requests should be submitted no later than 2 weeks prior to your meeting or event. Please also note that not all requests will be accommodated. Please submit your requests at:

<https://xula.campuslabs.com/engage/submitter/form/start/434735>.



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Compliance

The Center for Student Involvement will oversee compliance. Students are expected to comply with all university policies and protocols designed to facilitate physical distancing, reduce the spread of COVID-19 and promote the health and safety as much as possible of the Xavier and New Orleans communities. Any intentional or reckless disregard for these policies and protocols will be addressed through the Center for Student Involvement and the Office of Student Affairs. Large events will not be tolerated. Events must stay within room capacity designations and must be approved prior to. Both indoor and outdoor events must have safety precautions in place to encourage social distancing and discourage contact.

See something, SAY something

Campus community safety is the responsibility of each community member. It is each of our responsibility to remind our fellow Xavierites about good hygiene practices and following university guidelines. If you see a student or event that is not complying with guidelines please contact the Center for Student Involvement (504-520-5133), the Office of Student Affairs (504-520-7357), or if the

event is after business hours, the

Xavier University Police Department (504-520-7490).



Tips for

Preventing the Spread

Promoting Behaviors that Reduce Spread

- Actively encourage students who are sick or have recently had a close contact with a person with COVID-19 to stay home or in their living quarters.
- Students should stay home when they have tested positive for or are showing symptoms of COVID-19.
- Students who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.

Hand Hygiene and Respiratory Etiquette

- Recommend and reinforce handwashing with soap and water for at least 20 seconds.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Encourage students to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap

and water for at least 20 seconds.



Cleaning and Disinfection

- Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
- Ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely.
 - Encourage students to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.

Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Avoid sharing electronic devices, books, pens, and other learning aids.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin



● Try to fit it snugly against the sides of your face

- Make sure you can breathe easily

Recommendations for keeping guests 6 feet apart

- Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms.
- Block off rows or sections of seating in order to space people at least 6 feet apart.
- Use multiple entrances and exits and discourage crowded waiting areas.
- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (such as guides for creating one-way routes).
- Prioritize outdoor activities where social distancing can be maintained as much as possible. ● Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.