FALL 2020 COVID-19 INTERIM STUDENT ENGAGEMENT PLAN
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Executive Summary

Recognizing the vital role of student engagement in the successful recruitment, enrollment, retention, and graduation of students, Old Dominion University is committed to providing outreach, engagement, and event programming. Hosting activities on campus during the global pandemic will require special attention on the part of event planners. In the following pages, requirements and recommendations for meetings and events in the following key areas: health and safety protocols, physical distancing best practices, and safe catering arrangements are described.

A summary of the Fall 2020 Interim COVID-19 Student Engagement Plan is listed below:

GENERAL

● Anticipates a broad reopening of campus for the Fall 2020 semester
● Applies to ODU facilities throughout Hampton Roads
● Reflects input from students and professionals representing Health Promotions, Housing & Residence Life, Leadership & Student Activities, Recreation & Wellness, Student Government Association, Student Activities Council, and the Sport Club Executive Board
● Follows evolving local, state and federal guidelines
● Remains flexible, scalable and adaptable as circumstances and guidance change; regular updates will be provided through [www.odu.edu/covid19](http://www.odu.edu/covid19) and other websites

STUDENT ACTIVITIES

● Priority to present activities and events in a manner that will promote a healthy and safe campus environment
● Face covering and physical separation requirements for in-person activities and events
● Focus on gathering and capacity limits in accordance with federal, state, local and university guidelines

RECREATIONAL SPORTS ACTIVITIES

● Priority to conduct recreational sports activities in a manner that will promote a healthy and safe campus environment
● Focus on individual and small group activities rather than whole team activities
● Focus on gathering limits, capacity limits, and physical separation in accordance with federal, state, local and university guidelines
Fall 2020 COVID-19 Interim Student Engagement Plan Introduction

From being among the top 10 reasons students choose a college to being vital to maintaining persistence to graduation, events and activities are essential ingredients to successful recruitment, enrollment and retention. While traditional face-to-face interaction is irreplaceable, COVID-19 requires us to be nimble in our planning and to make a serious sustained commitment to integrating virtual experiences into our outreach, engagement and event programming. Hosting activities on campus during the global pandemic will require special attention on the part of planners and venues. In many ways, events during this time will be significantly changed from what we are used to at Old Dominion University. However, these changes are necessary to continue to facilitate a safe environment for our campus community. This plan will focus on providing the requirements and recommendations for safe meetings and events in the following key areas: health and safety protocols, physical separation best practices, and safe catering arrangements.

If you are planning an event or meeting at Old Dominion, the University offers the following guidance. Remember this is an evolving situation. Let your participants know that the event might need to be postponed or canceled at the last minute.

Guiding Principles:
As a public university in Virginia, our plans will be driven by prevailing gathering restrictions and social distancing guidelines as established by the Center for Disease Control (CDC) and Virginia Department of Health (VDOH). This policy is fluid as it is based on what is currently known about the Coronavirus Disease 2019 (COVID-19). As new information on the disease is released, the policy may be changed at any time. Please reference ODU Emergency Management News for the most updated event policies.

Planning Scenarios:
Experience to date suggests three broad planning scenarios:

1. Phase I
   a. Physical separation of six (6) feet, ten (10) feet for activities that produce increased respirations
   b. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
   c. Gatherings limited to 50% occupancy of the event space or 10 participants, whichever is less
2. Phase II
   a. Physical separation of six (6) feet, ten (10) feet for activities that produce increased respirations
   b. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance
   c. Gatherings limited to 50% occupancy of the event space or 50 participants, whichever is less

3. Phase III
   a. Physical separation of six (6) feet, ten (10) feet for activities that produce increased respirations
   b. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance
   c. Gatherings limited to 50% occupancy of the event space or 50 participants, whichever is less.

Disciplinary Sanctions

Student sanctions for violations of University Interim COVID-19 policies and protocols shall be in accordance with the Code of Student Conduct and should be referred to the Office of Student Conduct & Academic Integrity for appropriate actions.
PHASE I GUIDELINES
PHASE I:

- Physical separation of six (6) feet, ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance
- Gatherings limited to 50% occupancy of the event space or 10 participants, whichever is less.

Where feasible, student engagement activities should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). These activities include, but are not limited to organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to activities that can be completed by the individual (e.g. conditioning, individual sports, and eSports).

These guidelines apply to all student organization events.

In-Person Engagement

While the University is committed to student engagement, it is prudent that during the COVID-19 pandemic, programs and events held on University grounds and facilities may need to be changed (virtual or hybrid) in order to prioritize the health and safety of the University and local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.

Events that must be held in-person because they cannot be done virtually, must abide by the guidelines below. These events include trainings with a “hands-on” component and member inductions. Social events are not considered to be mission critical.

During Phase I, only members of the ODU community may attend in-person events. The ODU community includes currently enrolled students, faculty, staff, and current organization advisors/coaches.
Event Guidelines

1. **All Events**
   a. Events that are not “mission critical” to the organization should be held virtually instead of in-person.
   b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits, and be prepared to move the entire event online in the case there is a change in event policies.
   c. All attendees must show their “green” circle from the COVID-19 Daily Check-in Process or complete the COVID-19 screening process prior to entering the event. The daily screening can be found on the ODU Portal.
   d. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.*
   e. Attendance is limited to members of the ODU Community (e.g., current students, faculty/staff, and current organization advisors/coaches).
   f. Organization advisors/coaches must be present for the duration of all in-person events.
   g. There must be six (6) feet of physical separation maintained between all attendees throughout all events. The physical separation distance increases to ten (10) feet for activities that produce increase respirations (e.g., cheering, physical activity).
   h. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted.
   i. For events with seating, ensure that at least six (6) feet of physical separation is maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard style to ensure the required six (6) foot physical separation is maintained.

2. **Facilities and Occupancy**
   a. All events/gatherings must be registered with and be approved by the appropriate space schedulers who will inform registrants of the health and safety
requirements of this policy. No unit or organization shall hold or host in-person gatherings that exceed the capacity limits required by the Forward Virginia Guidelines.

b. Facility capacity limits have been reduced to meet the Commonwealth of Virginia guidelines.

c. Capacity limits are available from the facility/building manager.

3. **Food and Catering**
   a. Individual meals are to be provided in complete units such as bags, boxes, individual water bottles, etc. OR

b. When food is not served in individual complete units, it must be served by trained food service staff (e.g., plated meals, cafeteria style service lines).

   c. Self-serve buffet-style food lines or foods where multiple attendees may touch the container of food are not permitted (e.g., bowls of chips, whole pizza).

4. **Meetings/Trainings/Workshops**
   a. Convening in groups increases the risk of viral transmission. Where feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

   b. In-person meetings must follow all relevant federal, state, local and university COVID-19 guidelines.

   c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.*

5. **Speakers/Lecturers/panels**
   a. Speakers, lecturers, and panelists from outside the ODU Community (students, staff, organization advisors) should participate virtually.

   b. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious,*
incapacitated or otherwise unable to remove the face covering without assistance

6. **Vendors**
   a. Non-university event vendors may deliver products to the University; however, they may not remain on-campus for the duration of the event
   b. To discuss any third parties or campus visitors, email Leadership & Student Involvement at lsischeduling@odu.edu

7. **Fairs/Information Tables**
   a. All Tabling events must be held outdoors, regardless of day, time and location
   b. The facility set-up must be configured to avoid congestion or congregation points
   c. There must be at least six (6) feet between tables within the fair/tabling area and outside the fair area (i.e., building entrances)
   d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables
   e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees
   f. Food is not allowed at individual tables
   g. Attendees and individuals who are staffing tables must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. **Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance**
   h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees

8. **Performances/Competitions/Rehearsals**
   a. Consider limiting the duration of events, especially indoor gatherings and activities that would increase respiration (e.g., cheering, dancing)
b. Singing has been identified as a “super-spreader” of COVID-19. Therefore, group singing including performances and congregant/audience singing is prohibited.

c. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This also applies to performers and audience members.

d. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.*

e. Consideration should be given to holding these events outdoors, following physical separation guidelines.

f. Performers from outside the Old Dominion University community are not permitted.

g. Audience participation that requires audience members to be within six (6) feet of the performers is not permitted.

9. **Travel/Off-Campus Trips**
   a. All travel and off-campus trips have been suspended until further notice.

10. **Demonstrations/Vigils**
    a. Please refer to University Policy 1700 - [University Demonstrations Policy](#)  
    b. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event. The physical separation distance increases to ten (10) feet for activities that produce increase respirations (e.g., cheering, physical activity).
    c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.*
    d. Participation is limited to members of the ODU Community (currently enrolled student, faculty, and staff).
11. Religious Services
   a. Where feasible, services should be held virtually
   b. If in-person services must be held, consideration should be given to holding services outdoors
   c. Suspend the choir as part of the service
   d. Singing by the congregation or other activities that lead to increased respiration should be limited to no more than two (2) songs/hymns.
   e. Discontinue use of shared items that are difficult to clean (e.g., microphones, books, hymnals, scriptural texts). Consider assigning religious books to an individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, etc.
   f. Modify the methods used to receive financial contributions (e.g., stationary collection box, electronic methods, etc.)
   g. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*

12. Recruitment/Member Induction/Initiation
   a. All recruitment and member induction/initiations events must be held on campus or virtually
   b. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event
   c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
   d. Induction/initiation ceremonies are allowed with the following stipulations:
      i. If members need to be pinned or given a medal, the item must be given to the inductee prior to the ceremony *OR*
ii. The item must be laid on a table and the inductee will retrieve the item from the table

iii. Whenever possible, the inductee will pin themselves

13. Off-Campus Event
   a. All student organization events must be held on-campus or virtually

**Event Management**

**Before Event**
   a. In planning for your event consider the event layout and where to place participant check-in, activities, interactive stations, and participant seating to ensure that participants can safely maintain the six (6) foot physical separation

   b. Work with venue administrators to identify an isolation area to separate anyone who has COVID-like symptoms, who has tested positive but does not have symptoms, or who becomes ill with COVID-like symptoms during the event

   c. Pick up “Event Kit” from Webb Center Information Desk (including hand sanitizer & signage detailing COVID-19 prevention measures)

   d. Design a clear plan to inform attendees about how to proceed through your event and avoid areas where individuals may congregate, especially at entrances, in seating areas, and in lines (Consider using painter’s tape to direct attendees)

**Event Check-In**
   a. Individuals staffing the check-in table must wear a face covering while interacting face-to-face with attendees and when six (6) foot physical separation cannot be maintained

   b. Display signage from “Event Kit” both outside the entrance of your event and inside reminding participants of COVID-19 prevention measures

   c. As attendees check in, they should not offer their Student ID or record their name on a check-in roster. Instead, students should check in with a QR code utilizing the Monarch Groups App. Instructions are available [here](#)

   d. All attendees must show their “green” circle from the COVID-19 Daily Check-in Process or complete the COVID-19 screening process prior to entering the event. The daily screening can be found on the ODU Portal
e. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) to enter the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*

**During Event**

a. Six (6) feet of physical separation must be maintained between all attendees throughout the event. The physical separation distance increases to ten (10) feet for activities that produce increase respirations (e.g., cheering, physical activity)

b. Event organizers should announce actions participants should take to protect themselves and limit the spread of infection during the event

c. Encourage attendees to replace handshakes with greetings that do not require touching or skin contact

d. If someone presents with symptoms during the event, the following measures are to be taken:
   i. The individual is to be immediately separated, sent home, and advised to follow CDC guidance on caring for themself
   ii. Areas used or inhabited by the sick person are to be closed off immediately
   iii. Venue staff are to be immediately informed of the situation

e. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
Recreational Sports Programs

*These guidelines apply to Intramural and Sport Club events*

**CDC Guiding Principles**

- **Lowest Risk**: Performing skill-building drills or conditioning at home alone or with a family member
- **Increasing Risk**: Team-based practice
- **More Risk**: Within-team competition
- **Even More Risk**: Full competition between teams from the same local geographic region
- **Highest Risk**: Full competition between teams from different geographic areas

1. **General Participation Guidelines**
   a. Virtual competitions are allowed; however, in-person competitions, individual and team, are not allowed
   b. Daily COVID-19 screenings of instructors/coaches, staff, and participants must be conducted prior to admission to the facility/field. The following questions are to be asked prior to each session:
      i. Have you been in close contact with a person who has COVID-19?
      ii. Do you feel unwell with any symptoms consistent with COVID-19? For example, have you had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
      iii. Take your temperature prior to arrival. Do not attend if temperature is over 100.4 F (if participant has not checked at home, a touchless thermometer may be offered to check.)
      iv. If the answer to the first two questions is “yes” and/or the temperature is above 100.4 F, the individual must be sent home immediately, and the program supervisor must be informed immediately
   c. Focus should be on individual skill development or conditioning alone.
   d. Non-athletic group events (e.g., social gatherings, in-person fundraisers) where six (6) feet of physical separation cannot be maintained, are prohibited
   e. All travel and off-campus trips have been suspended until further notice
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PHASE II GUIDELINES
PHASE II:

- Physical separation of six (6) feet, ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
- Gatherings limited to 50% occupancy of the event space or 50 participants, whichever is less.

Where feasible, student engagement activities should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). These activities include, but are not limited to organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to activities that can be completed by the individual (e.g. conditioning, individual sports, and eSports).

These guidelines apply to all student organization events.

In-Person Engagement

While the University is committed to student engagement, it is prudent that during the COVID-19 pandemic, programs and events held on University grounds and facilities may need to be changed (virtual or hybrid) in order to prioritize the health and safety of the University and local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.

Events that must be held in-person because they cannot be done virtually, must abide by the guidelines below. These events include trainings with a “hands-on” component and member inductions. Social events are not considered to be mission critical.

During Phase II, only members of the ODU community may attend in-person events. The ODU community consists of currently enrolled students, faculty, staff, and current organization advisors/coaches.
Event Guidelines

1. **All Events**
   a. Events that are not “mission critical” to the organization should be held virtually instead of in-person
   b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits and be prepared to move the entire event online in the case there is a change in event policies
   c. All attendees must show their “green” circle from the COVID-19 Daily Check-in Process or complete the COVID-19 screening process prior to entering the event. The daily screening can be found on the ODU Portal
   d. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
   e. Attendance is limited to members of the ODU Community (e.g., current students, faculty/staff, and current organization advisors/coaches)
   f. Organization advisors/coaches must be present for the duration of all in-person events.
   g. There must be six (6) feet of physical separation maintained between all attendees throughout all events. The physical separation distance increases to ten (10) feet for activities that produce increase respirations (e.g., cheering, physical activity)
   h. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted
   i. For events with seating, ensure that at least six (6) feet of physical separation is maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard style to ensure the required six (6) foot physical separation is maintained

2. **Facilities and Occupancy**
   a. All events/gatherings must be registered with and be approved by the appropriate space schedulers who will inform registrants of the health and safety
requirements of this policy. No unit or organization shall hold or host in-person gatherings that exceed the capacity limits required by the Forward Virginia Guidelines.

b. Facility capacity limits have been reduced to meet the Commonwealth of Virginia guidelines.

c. Capacity limits are available from the facility/building manager.

3. Food and Catering
   a. Individual meals are to be provided in complete units such as bags, boxes, individual water bottles, etc. OR
   
   b. When food is not served in individual complete units, it must be served by trained food service staff (e.g., plated meals, cafeteria style service lines)
   
   c. Self-serve buffet-style food lines or foods where multiple attendees may touch the container of food are not permitted (e.g., bowls of chips, whole pizza)

4. Meetings/Trainings/Workshops
   a. Convening in groups increases the risk of viral transmission. Where feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.)
   
   b. In-person meetings must follow all relevant federal, state, local and university COVID-19 guidelines.
   
   c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.

5. Speakers/Lecturers/Panels
   a. Speakers, lecturers, and panelists from outside the ODU Community (students, staff, organization advisors) should participate virtually
   
   b. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious,
incapacitated or otherwise unable to remove the face covering without assistance

6. Vendors
   a. Non-university event vendors may deliver products to the University; however, they may not remain on-campus for the duration of the event.
   b. To discuss any third parties or campus visitors, email Leadership & Student Involvement at lischeduling@odu.edu

7. Fairs/Information Tables
   a. All Tabling events must be held outdoors regardless of day, time and location
   b. The facility set-up must be configured to avoid congestion or congregation points
   c. There must be at least six (6) feet between tables within the fair/tabling area and outside the fair area (i.e., building entrances)
   d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables
   e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees
   f. Food is not allowed at individual tables
   g. Attendees and individuals who are staffing tables must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance
   h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees

8. Performances/Competitions/Rehearsals
   a. Consider limiting the duration of events, especially for indoor gatherings and activities that would increase respiration (e.g., cheering, dancing)
b. Singing has been identified as a “super-spreader” of COVID-19. Therefore, group singing including performances and congregant/audience singing in prohibited

b. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This also applies to performers and audience members

c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance

d. Consideration should be given to holding these events outdoors, following physical separation guidelines

e. Performers from outside the Old Dominion University community are not permitted

f. Audience participation that requires audience members to be within six (6) feet of the performers is not permitted

9. Travel/Off-Campus Trips
   a. All travel and off-campus trips have been suspended until further notice

10. Demonstrations/Vigils
   a. Please refer to University Policy 1700 – University Demonstrations Policy

   b. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event. The physical separation distance increases to ten (10) feet for activities that produce increase respirations (e.g., cheering, physical activity)

   c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance

   d. Participation is limited to members of the ODU Community (currently enrolled student, faculty, and staff)
11. Religious Services
   a. Where feasible, services should be held virtually
   b. If in-person services must be held, consideration should be given to holding services outdoors
   c. Suspend the choir as part of the service
   d. Singing by the congregation or other activities that lead to increased respiration should be limited to no more than two (2) songs/hymns
   e. Discontinue use of shared items that are difficult to clean (e.g., microphones, books, hymnals, scriptural texts). Consider assigning religious books to an individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, etc.
   f. Modify the methods used to receive financial contributions (e.g., stationary collection box, electronic methods, etc.)
   g. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*

12. Recruitment/Member Induction/Initiation
   a. All recruitment and member induction/initiations events must be held on campus or virtually
   b. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event
   c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
   d. Induction/initiation ceremonies are allowed with the following stipulations:
      i. If members need to be pinned or given a medal, the item must be given to the inductee prior to the ceremony *OR*
ii. The item must be laid on a table and the inductee will retrieve the item from the table

iii. Whenever possible, the inductee will pin themselves

13. Off-Campus Event
   a. All student organization events must be held on-campus or virtually

Event Management

Before Event
   a. In planning for your event consider the event layout and where to place participant check-in, activities, interactive stations, and participant seating to ensure that participants can safely maintain the six (6) foot physical separation

   b. Work with venue administrators to identify an isolation area to separate anyone who has COVID-like symptoms, who has tested positive but does not have symptoms, or who becomes ill with COVID-like symptoms during the event

   c. Pick up “Event Kit” from Webb Center Information Desk (including hand sanitizer & signage detailing COVID-19 prevention measures)

   d. Design a clear plan to inform attendees about how to proceed through your event and avoid areas where individuals may congregate, especially at entrances, in seating areas, and in lines. (Consider using painter’s tape to direct attendees)

Event Check-In
   a. Individuals staffing the check-in table must wear a face covering while interacting face-to-face with attendees and when six (6) foot physical separation cannot be maintained

   b. Display signage from “Event Kit” both outside the entrance of your event and inside reminding participants of COVID-19 prevention measures

   c. As attendees check in, they should not offer their Student ID or record their name on a check-in roster. Instead, students should check in with a QR code utilizing the Monarch Groups App. Instructions available here

   d. All attendees must show their “green” circle from the COVID-19 Daily Check-in Process or complete the COVID-19 screening process prior to entering the event. The daily screening can be found on the ODU Portal
e. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) to enter the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*

*During Event*

a. Six (6) feet of physical separation must be maintained between all attendees throughout the event. The physical separation distance increases to ten (10) feet for activities that produce increase respirations (e.g., cheering, physical activity)

b. Event organizers should announce actions participants should take to protect themselves and limit the spread of infection *during the event*

c. Encourage attendees to replace handshakes with greetings that do not require touching or skin contact

d. If someone presents with symptoms during the event, the following measures are to be taken:
   
   i. The individual is to be immediately separated, sent home, and advised to follow CDC guidance on caring for themself
   
   ii. Areas used or inhabited by the sick person are to be closed off immediately

   iii. Venue staff are to be immediately informed of the situation


e. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
Recreational Sports Programs
These guidelines apply to Intramural and Sport Club events.

CDC Guiding Principles
- **Lowest Risk**: Performing skill-building drills or conditioning at home alone or with a family member.
- **Increasing Risk**: Team-based practice.
- **More Risk**: Within-team competition.
- **Even More Risk**: Full competition between teams from the same local geographic region.
- **Highest Risk**: Full competition between teams from different geographic areas.

1. **General Participation Guidelines**
   a. Virtual competitions are allowed; however, in-person competitions, individual and team, are not allowed
   b. All attendees must show their “green” circle from the COVID-19 Daily Check-in Process or complete the COVID-19 screening process prior to entering the facility and starting the activity. The daily screening can be found on the ODU Portal.
   c. Daily COVID-19 screenings of instructors/coaches, staff and participants must be conducted prior to admission to the facility/field. The following questions are to be asked prior to each session:
      i. Have you been in close contact with a person who has COVID-19?
      ii. Do you feel unwell with any symptoms consistent with COVID-19? For example, have you had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
      iii. Daily temperature checks will be conducted with a non-contact temporal thermometer.
      iv. If the answer to the first two questions is “yes” and/or the temperature is above 100.4 F must be sent home immediately, and the program supervisor must be informed immediately
   d. Focus should be on individual skill development; however, clubs may offer skill-building drills in small cohort groups. Full team practices, scrimmages and competitions are prohibited
e. The cohort groups shall consist of no more than ten (10) people. These cohort groups are to remain together and work through drill stations together. Switching groups or mixing groups is prohibited

f. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread

g. Water bottles are not to be shared. Each participant is required to bring and use their own personal water bottle

h. Each player’s belongings are to be labeled and kept in areas separate from the belongings of others

i. When players are not actively participating in practice, face coverings are to be worn and ten (10) feet of physical separation should be maintained between players on the sidelines, dugout, or bench. Participants are encouraged to use this time for individual skill-building work or cardiovascular conditioning, rather than staying clustered together

j. Outdoor practices are preferred over indoor practices

k. Physical contact is discouraged. This includes high fives, handshakes, fist bumps, and hugs

l. Group events such as social gatherings and in person fundraisers where physical separation of at least six (6) feet cannot be maintained are prohibited

m. All travel and off-campus trips have been suspended until further notice

2. **Hand Hygiene, Respiratory Etiquette, and Cloth Face Coverings**

   a. Prior to practice, players and coaching staff should wash their hands with soap and water for at least 20 seconds

   b. Participants are urged to bring and use hand sanitizer, (containing at least 60% alcohol) prior to, during and after sessions when soap and water are not available

   c. Spitting is not allowed, and everyone is encouraged to cover their coughs and sneezes with a tissue or the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds

   d. Coaches/instructors, staff, and volunteers must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the
duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*

e. Face coverings may be challenging for players to wear while being active; however, they should be worn by players when ten (10) feet of physical separation is difficult to maintain, and when they are not actively participating in the activity

3. **Guidelines for Outdoor Sports**
   a. The total number of attendees (including instructors/coaches, participants, staff, and spectators) cannot exceed 50% of the lowest occupancy load on the certificate of occupancy for the facility being used or 50 persons, whichever is less
   b. Ten (10) feet of physical separation must be maintained by all coaches, instructors, participants, staff, and spectators
   c. Activities that involve close contact with other athletes are to be avoided. *Exception: Incidental contact*

4. **Guidelines for Indoor Sports**
   a. The total number of attendees (including coaches, instructors, participants, and staff) cannot exceed 30% of the lowest occupancy load on the certificate of occupancy for the facility being used or 50 persons, whichever is less
   b. Spectators are not permitted for indoor sports during Phase II
   c. Ten (10) feet of physical separation must be maintained by all coaches, instructors, participants, and staff
   d. Activities that involve close contact with other athletes are to be avoided. *Exception: Incidental contact*

5. **Guidelines for Swimming Pools (Swim Club)**
   a. Indoor and outdoor swimming pools may be open for lap swimming, diving, exercise and instruction only. Competitions are not allowed
   b. Lap swimming is allowed with a limit of three persons per lane with ten feet of physical distance per swimmer. *NOTE: for club practice the limit is two persons per lane. Swimmer B may enter the lane when swimmer A has reached the opposite end of the pool*
c. Diving areas are limited to three persons per diving area with ten (10) feet of physical separation between each diver

d. Virtual swim meets are allowed, with one swimmer per lane, and one lane empty lane between each occupied lane. Participants swim for time and submit their time online
PHASE III GUIDELINES
PHASE III:

- Physical separation of six (6) feet, ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
- Gatherings limited to 50% occupancy of the event space or 50 participants, whichever is less.

Where feasible, student engagement activities should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). These activities include, but are not limited to organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to activities that can be completed by the individual (e.g. conditioning, individual sports, and eSports).

These guidelines apply to all student organization events.

In-Person Engagement

While the University is committed to student engagement, it is prudent that during the COVID-19 pandemic, programs and events held on University grounds and facilities may need to be changed (virtual or hybrid) in order to prioritize the health and safety of the University and local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.

Events that must be held in-person because they cannot be done virtually, must abide by the guidelines below. These events include trainings with a “hands-on” component and member inductions.

During Phase III, only members of the ODU community may attend in-person events. The ODU community includes currently enrolled students, faculty, staff, and current organization advisors/coaches.
Event Guidelines

1. **All Events**
   a. All events are encouraged to be held virtually; however, in-person events that offer an intentional engagement opportunity and meet all safety guidelines may be approved.

   b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits and be prepared to move the entire event online in the case there is a change in event policies.

   c. All attendees must show their “green” circle from the COVID-19 Daily Check-in Process or complete the COVID-19 screening process prior to entering the event. The daily screening can be found on the ODU Portal.

   d. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.*

   e. Attendance is limited to members of the ODU Community (e.g., current students, faculty/staff, and current organization advisors/coaches).

   f. There must be six (6) feet of physical separation maintained between all attendees throughout all events. The physical separation distance increases to ten (10) feet for activities that produce increased respirations (e.g., cheering, physical activity).

   g. Organization advisors/coaches must be present for the duration of all in-person events.

   h. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted.

   i. For events with seating, ensure that at least six (6) feet of physical separation is maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard style to ensure the required six (6) foot physical separation is maintained.
2. **Facilities and Occupancy**
   a. All events/gatherings must be registered with and be approved by the appropriate space schedulers who will inform registrants of the health and safety requirements of this policy. No unit or organization shall hold or host in-person gatherings that exceed the capacity limits required by the [Forward Virginia Guidelines](#).
   b. Facility capacity limits have been reduced to meet the Commonwealth of Virginia guidelines.
   c. Capacity limits are available from the facility/building manager.

3. **Food and Catering**
   a. Individual meals are to be provided in complete units such as bags, boxes, individual water bottles, etc. **OR**
   b. Self-serve buffet food lines with monitoring by food service staff are allowed

4. **Meetings/Trainings/Workshops**
   a. Convening in groups increases the risk of viral transmission. Where feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.)
   b. In-person meetings must follow all relevant federal, state, local and university COVID-19 guidelines.
   c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. **Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.**

5. **Speakers/Lecturers/Panels**
   a. Speakers, lecturers, and panelists from outside the ODU Community are not allowed to participate in-person during this phase.
   b. Speakers, lectures, and panelists from outside the ODU Community may participate through a virtual format.
   c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s
Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*

6. **Vendors**
   a. Non-university event vendors may deliver products to the University; however, they may not remain on-campus for the duration of the event.
   b. To discuss any third parties or campus visitors, email Leadership & Student Involvement at isischeduling@odu.edu

7. **Fairs/Information Tables**
   a. In general, tabling events should be held outdoors; there are limited indoor information tabling opportunities in the South Mall of the Webb Center.
   b. The facility set-up must be configured to avoid congestion or congregation points
   c. There must be at least six (6) feet between tables within the fair/tabling area and outside the fair area (i.e., building entrances)
   d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables
   e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees
   f. Food is allowed on individual tables for outdoor tabling events; however, food is not allowed at individual tables for Webb Center tabling events.
      i. All food must be provided by Aramark
   g. Attendees and individuals who are staffing tables must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
   h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees
8. **Performances/Competitions/Rehearsals**
   a. Consider limiting the duration of the events, especially for indoor gatherings and activities that would increase respiration (e.g., cheering, dancing)
   b. Singing has been identified as a “super-spreader” of COVID-19. Therefore, group singing including performances and congregant/audience singing is prohibited
   c. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This also applies to performers and audience members
   d. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
   e. Consideration should be given to holding these events outdoors, following physical separation guidelines
   f. Performers from outside the Old Dominion University community are not permitted
   g. Audience participation that requires audience members to be within six (6) feet of the performers is not permitted

9. **Travel/Off-Campus Trips**
   a. All travel and off-campus trips have been suspended until further notice

10. **Demonstrations/Vigils**
    a. Please refer to University Policy 1700 – University Demonstrations Policy
    b. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event. The physical separation distance increases to ten (10) feet for activities that increase respirations (cheering, dancing)
    c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*
d. Participation is limited to members of the ODU Community (currently enrolled student, faculty, and staff)

11. Religious Services
   a. Where feasible, services should be held virtually
   b. If in-person services must be held, consideration should be given to holding services outdoors
   c. Suspend the choir as part of the service
   d. Singing by the congregation or other activities that lead to increased respiration should be limited to 1-2 songs/hymns
   e. Discontinue use of shared items that are difficult to clean (e.g., microphones, books, hymnals, scriptural texts). Consider assigning religious books to an individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, etc.
   f. Modify the methods used to receive financial contributions (e.g., stationary collection box, electronic methods, etc.)
   g. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance

12. Recruitment/Member Induction/Initiation
   a. All recruitment and member induction/initiations events must be held on campus or virtually
   b. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event
   c. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious,
incapacitated or otherwise unable to remove the face covering without assistance

d. Induction/initiation ceremonies are allowed with the following stipulations:
   i. If members need to be pinned or given a medal, the item must be given to the inductee prior to the ceremony OR
   ii. The item must be laid on a table and the inductee will retrieve the item from the table
   iii. Whenever possible, the inductee will pin themself

13. Off-Campus Event
   a. All student organization events must be held on campus or virtually
Event Management

Before Event

a. In planning for your event consider the event layout and where to place participant check-in, activities, interactive stations, and participant seating to ensure that participants can safely maintain the six (6) foot physical separation.

b. Work with venue administrators to identify an isolation area to separate anyone who has COVID-like symptoms, who has tested positive but does not have symptoms, or who becomes ill with COVID-like symptoms during the event.

c. Pick up “Event Kit” from Webb Center Information Desk (including hand sanitizer & signage detailing COVID-19 prevention measures).

d. Design a clear plan to inform attendees about how to proceed through your event and avoid areas where individuals may congregate, especially at entrances, in seating areas, and in lines. (Consider using painter’s tape to direct attendees!)

Event Check-In

a. Individuals staffing the check-in table must wear a face covering while interacting face-to-face with attendees and when six (6) foot physical separation cannot be maintained.

b. Display signage from “Event Kit” both outside the entrance of your event and inside reminding participants of COVID-19 prevention measures.

c. As attendees check in, they should not offer their Student ID or record their name on a check-in roster. Instead, students should check in with a QR code utilizing the Monarch Groups App. Instructions available here.

d. All attendees must show their “green” circle from the COVID-19 Daily Check-in Process or complete the COVID-19 screening process prior to entering the event. The daily screening can be found on the ODU Portal.

e. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) to enter the event. Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
**During Event**

a. Six (6) feet of physical separation must be maintained between all attendees throughout the event. The physical separation distance increases to ten (10) feet for activities that result in increased respirations.

b. Event organizers should announce actions participants should take to protect themselves and limit the spread of infection during the event.

c. Encourage attendees to replace handshakes with greetings that do not require touching or skin contact.

d. If someone presents with symptoms during the event, the following measures are to be taken:
   i. The individual is to be immediately separated, sent home, and advised to follow CDC guidance on caring for themselves.
   ii. Areas used or inhabited by the sick person are to be closed off immediately.
   iii. Venue staff are to be immediately informed of the situation.

e. Attendees must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance.*
Recreational Sports Programs

These guidelines apply to Intramural and Sport Club events.

CDC Guiding Principles

- **Lowest Risk**: Performing skill-building drills or conditioning at home alone or with a family member.
- **Increasing Risk**: Team-based practice.
- **More Risk**: Within-team competition.
- **Even More Risk**: Full competition between teams from the same local geographic region.
- **Highest Risk**: Full competition between teams from different geographic areas.

1. **General Participation Guidelines**
   a. Virtual competitions are allowed; however, in-person competitions, individual and team, are not allowed
   b. All attendees must show their “green” circle from the COVID-19 Daily Check-in Process or complete the COVID-19 screening process prior to entering the facility and starting the activity. The daily screening can be found on the ODU Portal.
   c. Daily COVID-19 screenings of instructors/coaches, staff and participants must be conducted prior to admission to the facility/field. The following questions are to be asked prior to each session:
      i. Have you been in close contact with a person who has COVID-19?
      ii. Do you feel unwell with any symptoms consistent with COVID-19? For example, have you had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
      iii. Daily temperature checks will be conducted with a non-contact temporal thermometer.
      iv. If the answer to the first two questions is “yes” and/or the temperature is above 100.4 F, the individual must be sent home immediately, and the program supervisor must be informed immediately
   d. Focus should be on individual skill development; however, clubs may offer skill-building drills in small cohort groups. Full team practices, scrimmages and competitions are prohibited
e. The cohort groups shall consist of no more than ten (10) people. These cohort groups are to remain together and work through drill stations together. Switching groups or mixing groups is prohibited

f. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread

g. Water bottles are not to be shared. Each participant is required to bring and use their own personal water bottle

h. Each player’s belongings are to be labeled and kept in areas separate from the belongings of others

i. When players are not actively participating in practice, face coverings should be worn and ten (10) feet of physical separation should be maintained between players on the sidelines, dugout, or bench. Participants are encouraged to use this time for individual skill-building work or cardiovascular conditioning, rather than staying clustered together

j. Outdoor practices are preferred over indoor practices

k. Physical contact is discouraged. This includes high fives, handshakes, fist bumps, and hugs

l. Group events such as social gatherings and in person fundraisers where physical separation of at least six (6) feet cannot be maintained are prohibited

m. All travel and off-campus trips have been suspended

2. **Hand Hygiene, Respiratory Etiquette, and Cloth Face Coverings**

   a. Prior to practice, players and coaching staff should wash their hands with soap and water for at least 20 seconds

   b. Participants are urged to bring and use hand sanitizer, (containing at least 60% alcohol) prior to, during and after sessions when soap and water are not available

   c. Spitting is not allowed, and everyone is encouraged to cover their coughs and sneezes with a tissue or the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds

   d. Coaches/instructors, staff, and volunteers must wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy) (Appendix A) and the Governor’s Executive Order 63 (2020) for the
duration of the event. *Exception: children under age 2, or individuals who have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the face covering without assistance*

e. Face coverings may be challenging for players to wear while being active; however, they should be worn by players when physical separation is difficult to maintain

3. **Guidelines for Outdoor Sports**
   a. The total number of attendees (including instructors/coaches, participants, staff, and spectators) cannot exceed 75% of the lowest occupancy load on the certificate of occupancy for the facility being used or 50 persons, whichever is less
   
   b. Ten (10) feet of physical separation must be maintained by all coaches, instructors, participants, staff, and spectators
   
   c. Activities that involve close contact with other athletes are to be avoided. *Exception: Incidental contact*

4. **Guidelines for Indoor Sports**
   a. The total number of attendees (including coaches, instructors, participants, and staff) cannot exceed 75% of the lowest occupancy load on the certificate of occupancy for the facility being used or 50 persons, whichever is less
   
   b. Spectators are not permitted for indoor sports during Phase III
   
   c. Ten (10) feet of physical separation must be maintained by all coaches, instructors, participants, and staff
   
   d. Activities that involve close contact with other athletes are to be avoided. *Exception: Incidental contact*

5. **Guidelines for Swimming Pools** *(Swim Club)*
   a. Indoor and outdoor swimming pools may be open for lap swimming, diving, exercise and instruction only. Competitions are not allowed
   
   b. Lap swimming is allowed with a limit of three persons per lane with ten feet of physical distance per swimmer. *NOTE: for club practice the limit is two persons per lane. Swimmer B may enter the lane when swimmer A has reached the opposite end of the pool*
   
   c. Diving areas are limited to three persons per diving area with ten (10) feet of physical separation between each diver
d. Virtual swim meets are allowed, with one swimmer per lane, and one lane empty lane between each occupied lane. Participants swim for time and submit their time online.
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VIRTUAL ENGAGEMENT
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Virtual Engagement

In-person engagement is not always possible, and during the COVID-19 pandemic, it is not the preferred method of engagement. Virtual engagement provides opportunities for unique experiences and interactions. Virtual events have already been incorporated into campus life, and they are already a part of our lives at home (e.g., watching a game on television, hearing the crowd roar, and seeing the players in action). In addition to being a spectator, webcams and phone apps now make it possible to have virtual events and other types of meetups with people from across the country and around the globe, and allow for engagement to happen.

The current global pandemic provides unique challenges to communicate a sense of location and camaraderie. In planning virtual events, we need to not only create content, but also to create the shared space in which to celebrate and feel a sense of community. That experience exists on some level already through social media, which allows shared expression and promotes group involvement. Virtual events still involve creating a venue, taking advantage of online media resources, and providing an opportunity for direct and immediate engagement. This document provides some suggestions when hosting virtual meetings and events.

ODU Virtual Hosting Platforms

Zoom
Zoom is a cloud-based web conferencing service that allows users to meet online and share content. Join a meeting from a PC, Mac, desktop, laptop or mobile device -- wherever you have an internet connection. (No need to connect to the ODU VPN.)

All ODU faculty, staff and students have access to Zoom Pro Licenses.

- ODU supported platform
- Collaborate with up to 300 participants in a standard meeting.
- Spotlight control manages what virtual attendees see
- Other audio and video controls are available.
- Presentation-only or active participation modes are available
- Small group breakout rooms can be created
- Attendees may react, respond to a poll, and use the chat feature to engage and respond

https://www.odu.edu/ts/collaboration-tools/zoom/security

Caution about Zoom:
Please take care to prevent “Zoom-bombing”, where uninvited individuals use Zoom to interrupt or disrupt meetings in that platform. ODU’s ITS department continues to monitor,
review and implement updates and recommendations from Zoom as they identify and fix privacy and security concerns to improve and secure Zoom meetings for everyone. Please consider the precautions identified here: Securing a Zoom Meeting to secure your Zoom room and maintain the integrity of your engagement opportunity.

Other Suggestions:

1. Keep your Zoom client up to date. Zoom has recently released patches to address newly discovered security issues so please update your client as soon as possible. Updates will be pushed to ODU-managed computers or you can use the "Check for updates" feature on personal machines. See Updating your Zoom Client for more information

2. If needed, event organizers have the ability to change these settings for each new meeting scheduled and can edit or reschedule existing meetings in order to apply them

   ● Only authenticated users (those with an ODU, free, or any other Zoom account) will be able to join meetings. You will also have an option to allow only ODU users to join meetings. All ODU faculty, staff and students can setup a Zoom account at any time at odu.edu/zoom

   ● Unauthenticated attendees will be redirected to sign in before being permitted to enter a meeting. Once authenticated, if the attendee does not have an ODU account, they will enter a Waiting Room and will need to be admitted to the meeting. When admitted, non-ODU users will have a Guest indicator next to their name in the Participant List. Authenticated ODU users will be able to enter meetings without waiting in the waiting room

   ● A password will be required to attend newly scheduled meetings. The password is automatically included if you share the meeting invitation using the copy invitation feature within Zoom, the Outlook plugin to schedule and send, the Join link in Blackboard, or if you invite the attendee from within Zoom itself. If you share the meeting link in another way or share just the meeting ID, attendees will no longer be able to join without also having the password

3. Lastly, we want to ensure you know all the options available to you. Below are other suggestions for safeguarding your meetings against other potential incidents:

   ● For class meetings, consider scheduling your meeting directly in the Blackboard Zoom Tool. Students can use the same Zoom tool in Blackboard to Join a meeting at the scheduled time without you having to email the link to them. Meetings for office hours and other ad-hoc meetings, can also be shared in Blackboard for students to access
Fall Semester 2020 Student Engagement Plan

- Do not post Zoom URLs in public spaces like social media but instead share only with your intended meeting attendees. If you must host an open meeting, we highly recommend you leave the waiting room enabled and that you or a co-host plan to actively manage the meeting.

- Host Only sharing is now set as the default in ODU’s Zoom. In the Zoom meeting window, click the arrow next to "Share Screen" and select Advanced Sharing Options to ensure that Who can share? is set to Host Only. If you need students or anyone else in your meeting to share, you can change this setting All Participants.

- Do not use your Personal Meeting ID for Zoom meetings. As these never change, they are easy to find and exploit. The default Zoom Meeting IDs are generated randomly and difficult to find or guess.

- Remove Participants who should not be in your meeting using the option in the Participants list.

- For private meetings, lock your meeting after it starts using more options in the Zoom Participants window. Note: Participants who may have inadvertently disconnected may not be able to re-enter.

If you need more help on how to secure your Zoom meetings, please contact ITS Help Desk (itshelp@odu.edu, 757-683-3192), or CLT at (clt@odu.edu). Report Zoombombing incidents to the University Police at ODUPoliceReport@odu.edu.

Resources:
- Securing a Zoom Meeting
- Zoom 101: Securing Your Meetings & Virtual Classrooms (YouTube video)
- Best Practices for Securing Your Virtual Classroom

Social Media
Social media platforms like Facebook, Twitter, YouTube, Pinterest and others give the ODU community the opportunity to communicate on a more personal and meaningful level. Social media platforms also offer institutional organizations like ODU new opportunities to engage target audiences, including prospective and current students, parents, alumni, faculty and staff, donors, media, opinion leaders, and others.

For more information about appropriate usage of social media platforms, please visit ODU Social Media.
Facebook

- Facebook's go-live feature enables users to go live in a private group, where only the members of that group would see the live video
- It is possible to make a private Facebook group for a specific event and specify desired invitees as members of that group
- Facebook allows moderating in real time
- Facebook keeps the chat and the live video in the same window

Social Media Policy, Terms & Guidelines

Social media users acting on behalf of the university must adhere to all ODU policies related to electronic communications, identity standards, web guidelines, codes of conduct, privacy and security.

Old Dominion University reserves the right, but is not obligated, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, that advocate illegal activity, contain falsehoods or are wildly off-topic, duplicate, or that libel, incite, threaten or make ad hominem attacks on ODU students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial, political or other ventures unless we deem them related to the university, its members or its operation.

In addition to requirements of the ODU social media policy, all content and posts are bound by the Terms and Community Guidelines for that service. Each social media platform has specific community guidelines outlining what is acceptable and appropriate for posting on each account. The University cannot report inappropriate usage and/or abuse of social media on behalf of students. However, students may report violations directly to the platform in question.

Please refer to Legalese & Reporting Violations webpage for additional information and ways to report violations and abuse.

Hashtag

The "#" symbol precedes a word or phrase used in social media posts and creates a hashtag. Hashtags are used to create trending topics and keywords across social media platforms such as Facebook, Twitter and Instagram.

Social media users at Old Dominion University are encouraged to apply the following University hashtags to social media messages spotlighting student success stories, events and other ODU-related subjects.

Please register University affiliated hashtags with socialmedia@odu.edu. Registered hashtags may be featured on the hashtags webpage.

We strongly encourage when creating a hashtag, to place #ODU in front.

https://www.odu.edu/facultystaff/communication/socialmedia/hashtags
HYBRID EVENTS
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Hybrid Event Best Practices

A hybrid event is when there are both face-to-face and virtual participation. Sometimes it happens both synchronous and asynchronous. There are two types of hybrid events: Spectator and Immersion. A spectator event is when those who are joining virtually are watching the event but have low to no interaction with the event and is compatible with synchronous and asynchronous modalities. An immersion event enables the virtual participant to be an actively, engaged participant closely simulating the face-to-face experience. This is more compatible with synchronous delivery.

**Spectator**

- Ensure that you have a dedicated individual who will manage the logistics and interactions with the virtual participants. May serve as a moderator.
- Make an announcement early on in session about recording the event and participants virtually
- For accessibility ensure any speakers and participants use microphones to allow for better audio for virtual participants. Consider any multimedia delivery and how that will allow access for virtual participants
- Consider recording the function for asynchronous delivery. Also decide what is going to be viewable later in the recording: Speaker, participants, presentation etc.
- Decide how virtual participants will interact with face-to-face participants and presenters, or if they will interact.
- If there are any activities, how will virtual participants be able to do those activities or will they?

**Immersion**

- Ensure that you have a dedicated individual who will manage the logistics and interactions with the virtual participants. May serve as a moderator.
- Make an announcement early on in session about recording the event and participants virtually
- For accessibility ensure any speakers and participants use microphones to allow for better audio for virtual participants. Consider any multimedia delivery and how that will allow access for virtual participants
- Additional consideration will need to be given to be conscientious of inclusion for virtual participants
- If there are any activities, how will virtual participants be able to do those activities?
- Consider how you will include virtual participants in any small group work. Prepare if anything needs to be sent to virtual participants in advance so that they are able to fully participate.
● Consider recording the function for asynchronous delivery. Also decide what is going to be viewable later in the recording: Speaker, participants, presentation etc.
● Decide how virtual participants will interact with face-to-face participants and presenters.
Appendix A: Old Dominion University Policy 1006: COVID-19 (Interim Policy)

A. PURPOSE
The purpose of this policy is to implement measures to reasonably protect the University from the spread of the virus known as COVID-19, while performing its mission to educate students.

B. AUTHORITY
● Virginia Code Section 23.1-1303 grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President, or designee, to implement the policies and procedures of the Board relating to University operations.
● Virginia Code Section 40.1-51.1 requires employers to provide a safe workplace.
● OSHA Revised Guidance May 19, 2020 governs workplace occurrences of COVID-19.
● Amended Declaration of a State of Emergency declared that the COVID-19 pandemic placed Virginia in a State of Emergency.
● Governor’s Executive Actions

C. DEFINITIONS
● Campus - (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including student housing facilities; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
● Contractors, Suppliers, and Vendors – Those businesses and individuals contracted by the university to perform necessary services and business functions.
● COVID-19 - The SARS-CoV-2 causes what has been designated as the Coronavirus Disease 2019 (COVID-19). SARS-CoV-2 is a betacoronavirus, like MERS-CoV (Middle East Respiratory Syndrome Coronavirus) and SARS-CoV (Severe Acute Respiratory Syndrome Coronavirus). Coronaviruses are named for the crown-like spikes on their surface.

D. SCOPE
This policy applies to all employees, students, agents, volunteers, employees of affiliated organizations who are paid through the University, visitors to the institution and non-University/third-party programs and event organizers. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University’s programs are in session. Agents include all persons authorized to represent, act on behalf of, and/or bind the University. Affiliated
organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT
The University has established protocols to be followed in response to COVID-19. The University follows all relevant federal and state COVID-19 guidelines and Governor’s Executive Actions to protect its students, employees, employees of affiliated organizations paid by the University, agents and visitors. Everyone who enters any University facility is responsible for helping to prevent and control the spread of the COVID-19 virus.

The situations surrounding the status of the COVID-19 virus are fluid and subject to change based on future Executive Actions issued by the Governor.

The protocols included in this policy supersede any procedures included in other policies that may conflict.

F. PROCEDURES
1. Physical Distancing: Keeping space between individuals is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to maintain appropriate physical distancing from others when possible, even if there are no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. All members of the University community should follow these physical distancing practices:
   • Stay at least 6 feet (about 2 arms’ length) from other people at all times, except for recreational physical activities, when the distance should be at least 10 feet.
   • Stay out of crowded places and avoid mass gatherings.

2. Any individuals who are sick, experiencing a fever or other symptoms of COVID-19 must remain at home or otherwise quarantined (if an employee or non-residence hall student) or in their assigned room (if a residence-hall student). All others with active symptoms should stay away from campus. Refer to the COVID-19 FAQ for more information on self-reporting.

3. Daily symptom monitoring: During a pandemic, students, employees, and affiliates who make regular use of University facilities may be required to participate in a daily symptom monitoring program sponsored by the University as a condition for using those facilities. Those who report symptoms and/or exposures may be required to be tested and quarantined before they can return to University facilities.

4. Testing: During a pandemic, students, employees, and affiliates who make regular use of University facilities may be required to participate in prevalence testing for COVID-19. Those who test positive will be required to have medical clearance before they can return to
University facilities. Those who refuse a test may be required to quarantine before they can return to University facilities.

5. Face coverings are required in classrooms and in indoor areas open to the public (including, but not limited to, hallways, reception areas, lobbies, etc.) in accordance with Executive Actions issued by the Governor. Face coverings are not required but recommended when outdoors and in non-public spaces. A non-public space is one where an individual has no contact with others. Examples include residence hall rooms and private offices confined by four walls and a closed door where the individual has no expectation of contact with others (except residence hall roommates). See Type and Intended Use of Face Coverings/Masks and Use and Care of Face Coverings.

6. Hand-washing: Individuals shall follow the CDC guidelines on hand-washing and use of hand sanitizers.

7. Disinfection of Commonly Used Surfaces: Cleanliness of University facilities and commonly used spaces is a shared responsibility of the entire Monarch community. While custodial crews will clean and disinfect classrooms, conference rooms, common areas, restrooms, and frequently touched items (i.e. doorknobs, handrails) in accordance with CDC guidelines, the University does not have the personnel resources to cover every space. Everyone should be mindful of this when touching commonly used surfaces and should wipe down the surfaces with an EPA-registered disinfecting solution before starting work and, in consideration of others, once they have finished. This includes any shared-space location or equipment (i.e. copiers, printers, computer peripherals, A/V equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).


9. Public Transportation/Monarch Transit: Those who must take public transportation or use Monarch Transit must wear a face covering upon entering the vehicle and avoid touching surfaces with their hands during the ride. Upon disembarking, wash hands or use hand sanitizer with at least 60% alcohol as soon as possible and before the face covering is removed.

10. Shared Office Environments
   a. Those working in shared office environments shall maintain at least 6 feet distance from co-workers.
   b. A face covering shall be worn at all times while in a shared office environment.
   c. Department heads should assess shared office environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:
      ▪ Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
      ▪ Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
Designate specific stairways for up or down traffic if building space allows.

11. Elevators: Because of the confined space, the use of stairs is strongly encouraged for those individuals who are able to use them. Occupants of elevators are required to wear face coverings. Hands should be washed or hand sanitizer with at least 60% alcohol used upon departing the elevator.

12. Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). In-person meetings will follow all relevant federal and state COVID-19 guidelines and Governor’s Executive Actions. Others can join the meeting remotely. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. While on site, individuals are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

13. Meals: In a campus dining facility, a face covering shall be worn until ready to eat and then replaced afterward. Campus dining facilities shall follow the Governor’s Executive Actions as they pertain to eating establishments. All individuals are encouraged to take food back to their office area or residence hall or eat outside, if feasible. Department heads should remove or rearrange chairs and tables or add visual cues in employee break rooms to support social distancing practices between employees. Individuals should wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

14. Contractors, Suppliers, and Vendors: The University requires all contractors, suppliers and vendors working on campus to wear a face covering that covers both nose and mouth in areas where physical distancing cannot be maintained. In addition, all vendors are expected to comply with the guidelines established by the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC), as updated, to prevent and control the spread of COVID-19, as well as all other Federal, State, and municipal regulations and guidelines.

15. Visitors: The University recognizes the use of the campus and grounds by the community at large and guests and the importance that access be maintained. During this pandemic emergency, the University’s grounds and facilities may still be utilized by the community at large and by guests who utilize the walking paths, restaurants, and retail businesses located on the campus typically open to the public, while ensuring all Federal, State, and local health and safety regulations and Executive Orders continue to be followed.

16. Events/Gatherings: While the University is committed to community engagement, it is prudent that during the recovery from COVID-19, programs and events held on University grounds and facilities may need to be changed (virtual or hybrid) in order to protect the health and safety of students, employees, guests and visitors. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.
All events/gatherings must be registered with and be approved by the appropriate space schedulers who will inform registrants of the health and safety requirements of this policy. No unit shall hold or host in-person gatherings that exceed the capacity limits required by the Forward Virginia Guidelines.

Third-party programs and event organizers shall provide face coverings for participants or ensure participants bring their own. The University is not responsible for providing face coverings for non-University programs and events.

Organizers of indoor and outdoor activities shall follow the Virginia Department of Health guidance pertaining to safety measures designed to ensure the health and safety of the University community. In addition, organizers should ensure that access to handwashing stations and/or sanitizing towels are provided.

a. Indoor Space Reservations (subject to addition/change)
   1. Academic Classrooms, Scheduling@odu.edu
   2. Arts and Letters Scheduling, Baron and Ellin Gordon Art Galleries
   3. Barry Art Museum, lcagneyh@odu.edu
   4. Peninsula Higher Education Center, phcrental@odu.edu
   5. Strome Entrepreneurial Center, ent@odu.edu
   6. Student Recreation Center, Recreation & Wellness, SRCscheduling@odu.edu
   7. Tri-Cities Higher Education Center, TCRooms@odu.edu
   8. Virginia Beach Higher Education Center, VBRooms@odu.edu
   9. Webb Center, Leadership & Student Involvement, LSI­Scheduling@odu.edu

b. Outdoor Space Reservations
   1. Leadership and Student Involvement Scheduling (LSIScheduling@odu.edu)
      a. Kaufman Mall
      b. Quarantine Trail
   2. Recreation and Wellness Scheduling (OutdoorScheduling@odu.edu)
      a. Bolling Square
      b. Dominion House Lawn
      c. Engineering/Perry Library Lawn
      d. Parking Lots 1, 42, and 43 (Exception: Athletic tailgating)
      e. Powhatan Pavilion
      f. Runte Quad
      g. Sidewalk/Road Closures
      h. Student Recreation Center Field
      i. Whitehurst Beach
      j. Whitehurst Field
      k. Williamsburg Lawn
   3. Arts & Letters Scheduling – Brock Commons

17. Disciplinary Sanctions/Breach of Contract
   a. Employees
Faculty sanctions for violations of this policy shall be in accordance with the rules specified in the Teaching and Research Faculty Handbook. Administrative faculty sanctions for violations of this policy shall be in accordance with the Administrative and Professional Faculty Guidebook. Sanctions for classified employees for violations of this policy shall be in accordance with the Virginia Department of Human Resource Management Policy 1.60 - Standards of Conduct. Sanctions for wage employees for violations of this policy shall be in accordance with the Wage Employee Guidebook.

b. Students
Student sanctions for violations of this policy shall be in accordance with the Code of Student Conduct and should be referred to the Office of Student Conduct & Academic Integrity for appropriate action.

c. All Others: Vendors, contractors and suppliers in violation of this policy may be in breach of contract. Individuals in violation of this policy may be asked to leave and/or trespassed from the University. Serious offenses will be referred to the Department of Health for enforcement.

G. RECORDS RETENTION
Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE OFFICER
Vice President for Administration and Finance

I. RELATED INFORMATION
CDC Guidance for Colleges and Universities
Appendix B: Facility Reservation Contacts

**Indoor Space Reservations** (subject to addition/change)

1. Academic Classrooms, Scheduling@odu.edu
2. Baron and Ellin Gordon Art Gallery, Arts and Letters Scheduling
3. Barry Art Museum, lcagneyh@odu.edu
4. Peninsula Higher Education Center, phecrental@odu.edu
5. Strome Entrepreneurial Center, ent@odu.edu
6. Student Recreation Center, Recreation & Wellness ODU EMS Scheduling
7. Tri-Cities Higher Education Center, TCRooms@odu.edu
8. Virginia Beach Higher Education Center, VBRooms@odu.edu
9. Webb Center, Leadership & Student Involvement, ODU EMS Scheduling

**Outdoor Space Reservations**

Leadership and Student Involvement Scheduling (ODU EMS Scheduling)

- Kaufman Mall
- Quarantine Trail

Recreation and Wellness Scheduling (ODU EMS Scheduling)

- Bolling Square
- Dominion House Lawn
- Engineering/Perry Library Lawn
- Parking Lots 1, 42, and 43 (Exception: Athletic tailgating)
- Powhatan Pavilion
- Runte Quad
- Sidewalk/Road Closures
- Student Recreation Center Field
- Whitehurst Beach
- Whitehurst Field
- Williamsburg Lawn

Arts & Letters Scheduling – Brock Commons
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Appendix C: Building Physical Distancing Strategy

**General**
- Stay to the right in hallways
- Maintain six (6) foot separation when walking
- Observe decals wherever queueing
- Use hand sanitizer stations that have been strategically placed in buildings

**Webb University Center**
- Building hours adjusted
- Meeting and event schedules subject to evaluation to determine if they can be held physically or virtually
- Calculations have been made to estimate capacities in rooms using six (6) foot physical separation of persons
- Furniture placement under reconfiguration to promote physical separation and limit gathering

**Student Recreation Center**
- Building hour adjusted
- Exercise equipment placement reconfigured to promote physical separation
- Exercise class schedules and programming adjusted to promote physical separation
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APPENDIX D: Acknowledgments

Creation of the Fall 2020 Student Engagement Plan was due to the collaborative efforts of students and professional staff from various SEES units. Credit for this document is extended to:

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- Raymon Hicks, Student Government Association
- Melvin Roy, Vice President, Student Government Association
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