

COVID-19 Student Organization Management Guide

The situation with COVID-19 continues to evolve. This document reflects guidelines and information as of August 6, 2021. When planning your programs, be sure to reference the offices and websites listed in the Support and Resources section of this document for the latest information.



Adapted from materials created by UNC Charlotte Student Involvement, University of Southern Mississippi Leadership and Student Involvement, University of North Carolina at Pembroke Campus Engagement and Leadership, University of Louisville Student Involvement, Iowa State University Student Activities Center, and Miami University Student Activities

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Introduction

Student organizations are a major contributor to the student experience at Carolina. Student Life & Leadership (SLL) would like to provide support for student organizations as they continue to be impacted by the ever-changing situation related to COVID-19. Though progress has been made since the beginning of the pandemic, COVID-19 is still a threat. As of this printing, we are experiencing an increase in the prevalence of the Delta variant. It is important that all members of the community remain vigilant in our efforts to prevent the spread of this virus.

Student organizations should continue to monitor and observe the COVID-19 Community Standards, as well as guidelines set by the University, CDC, state and local authorities. To mitigate the risks surrounding the virus, student organizations should think critically and creatively on how to accomplish goals while prioritizing health and safety for all (i.e. Does this NEED to happen? Or do we WANT this to happen? Is there a way for us to do this differently to lower the risk of transmission?).

Some members of the Carolina community will have more concern or need for reduction of contact with others. Student organizations should take this into account and work to incorporate opportunities that are accessible for all members. The COVID-19 pandemic has and will continue to impact the way in which members of our campus community experience daily life. But together, with a shared commitment to a community of care, we can navigate this difficult time and collectively help to make this semester a success.

As you browse this guide, please keep in mind that you may email studentlife@unc.edu with any questions you might have about continuing operations.

***NOTE: AS YOU REVIEW THE INFORMATION IN THIS GUIDE, PLEASE NOTE THAT REGULATIONS REGARDING MEETINGS AND EVENTS ARE SUBJECT TO CHANGE AT ANY TIME. BE SURE TO CHECK THE SOURCES OF INFO NOTED IN THIS GUIDE FOR CURRENT CAMPUS, STATE, AND LOCAL REGULATIONS BEFORE PLANNING YOUR EVENT.**

Meetings

We know that many students are excited to be back on campus and to interact with other organization members in person. However, as we face the challenges presented by the Delta variant and potentially other variants, it is important to make sure you are meeting safely. Organization leaders should continue to monitor and comply with the COVID-19 Community Standards and guidelines for events and gatherings found at the Carolina Together website. Please note that students should also follow the regulations set by UNC-Chapel Hill, North Carolina state officials, and the CDC, as well as any local requirements that may be more restrictive.

Below you will find some resources and recommendations for meeting in a virtual, physical and/or hybrid format:

Connect Through Video, Voice, and Chat

Over the course of the pandemic, we have missed not being able to connect in person, but we have also learned the value of virtual platforms. The flexibility provided by online platforms continues to offer options for connecting when meeting in person poses logistical or safety concerns. It also provides a mechanism for reaching larger audiences and allowing flexible options for members to engage virtually. The university provides ready-to-use resources that can help you and your organization stay organized and meet online, including Zoom and Microsoft Teams.

Zoom -- Zoom is a virtual option for meetings. Zoom isn't just for your classes -- you can use Zoom to manage

your organization! You can create a meet-and-greet room, and use the "breakout room" feature to split attendees into smaller group conversations. Host meetings, trainings, and workshops: Use Zoom for general body and executive board meetings, as well as any trainings and workshops you want to host with your organization. Use breakout rooms for smaller committee work! Use Zoom to hang out with your members! Chat or watch a movie together. As an UNC student, you have access to personalize your zoom account by going to <http://unc.zoom.us>.

Microsoft Teams – You can also utilize Microsoft Teams to virtualize organization business, meetings, and events. This is a powerful tool for group collaboration with video, audio, file-sharing, and group document collaboration. Teams has the ability to create channels for separate committees or working groups. You can use Teams to hang out and socialize with members. Eat dinner together via a Teams meeting! As an UNC student, you can create your own Microsoft Team by going to <https://office365.unc.edu>.

Other platforms like Google Chat and Google Hangout are options you could utilize as well.

Virtual Meetings Tips

- Stick to set times. Set standard weekly times meetings should take place for consistency.
- Test out your technology before the start of the meeting.
- Organize the meeting to be functional.
 - Be prepared to go back to a topic if need be; people may join late and need to catch up.
 - If there are technical difficulties, you may need to adjust.
- Start each meeting with an icebreaker where everyone gets to share. If there are a lot of participants, consider using the chat features for people to respond and share.
- Be okay with silence. Don't just move on to the next topic.
 - Sometimes virtually, people may be waiting for someone else to speak before they speak, causing a second of silence.
 - Make sure everybody has a voice, even if you need to ask for a thumbs up or head nod if people are ready to move on.
- Use video if at all possible.
 - Video helps create a more engaging environment and allows members to feel a presence with each other.
 - Use a chat if needed during the video for discussion as well.
- Take turns speaking.
 - Make sure not to cut somebody off.
 - Identify yourself before you speak. If somebody doesn't have video capability, it still helps the meeting be inclusive and know who is talking at the time.
- Establish expectations
 - Have some guidelines.
 - How will you conduct voting?
 - How will the chair recognize a speaker?
- Include time in the agenda for fun.
 - Don't make the meeting just about business, bring the social, fun, aspect of your organization into the meeting to make it engaging.
- Centralize organization documents. Consider Microsoft SharePoint, Heel Life, Slack, or another project management platform for being able to share information with your organization in a timely, adjustable fashion.
- Recap at the end.
 - Recapping helps make sure everybody is on the same page, understood discussion in the meeting, and knows how the organization is moving forward.
 - It also helps if there were any technical difficulties during the meeting.

Find more tips here: [What It Takes to Run a Great Virtual Meeting \(Harvard Business Review\)](#)

Engaging Membership and Team Building

As we have learned during the pandemic, personal connections can be more difficult to maintain virtually. Organizations should think about how to engage those members who may need to connect remotely, and keep in mind that a change in conditions may require that we return to connecting in a virtual-only format. It is critical to think creatively about how to engage members and build team dynamics. It is very important to keep up morale of the group and to continue engaging members in ways that are beneficial to them and the organization. Here are some options to get you started as you think about how to engage members remotely:

- **Virtual Office Hours:** Schedule these outside of meetings for more personal connections and conversations. These are also beneficial for engaging with prospective members.
- **Instagram Takeovers:** Assign a member of your organization's leadership or general member a day of the week to log in and take over your organization's account and recap "a day in the life of _____". Tip: Reset your password once you have completed one person's takeover to prevent them from posting again or have someone manage the account who is controlling the content for the day.
- **Tik Tok:** Tik Tok provides lots of new challenges that you or anyone in your organization can re-create. Feeling inventive? Create your own challenge and let us know when it goes viral.
- **General Q&A:** Social media is a great way to connect with members and non-members of your organization. Expand your social media presence for an opportunity for others to ask questions and get to know what your organization is all about.
- **Story-Telling:** Share pictures and videos that show what events and initiatives you accomplished this year. Share stories, accomplishments, and awards that your organization, individual members, or advisor(s) obtained this year.
- **Virtual Ice Breakers:** Ice breakers are an opportunity for your organization's leadership to get to know members of the organization and vice versa. For more information about virtual ice breakers, visit this resource on [Virtual Ice Breakers \(MindTools\)](#).

Meeting in Person

Effective July 12, 2021, all limits have been removed on events and gatherings. You must still, however, adhere to the [COVID-19 Community Standards](#) and University event and gathering policies. It is important to keep in mind that members of your organization may have differing levels of comfort regarding in-person activities.

Note that masks are required at all times for indoor meetings and events in a University building. Face masks are not required when outdoors but they are strongly encouraged, especially when participating in any type of group event or gathering. Additionally, students who attend any indoor, off-campus events or activities of registered student organizations must wear masks at all times. This standard will remain in place until further notice.

Groups should keep in mind that conditions related to COVID-19 are fluid. Organization leaders should continue to monitor and comply with the COVID-19 Community Standards and guidelines for events and gatherings found at the Carolina Together website. Please note that students must always follow the regulations set by UNC-Chapel Hill, North Carolina state officials, and the CDC, as well as any local requirements. Please note that you should ensure you are following the most restrictive of these policies.

If your organization uses any reservable space on campus to meet, limit the occupancy to the recommended maximum capacity listed for the space. Be sure to follow the instructions of facility staff regarding any protocols for the space. You should adhere to safe procedures for sanitizing and disinfecting if meeting off campus, as well. It is recommended that you disinfect commonly touched surfaces, personal items, and workspaces including, but not limited to: computer/laptop, keyboard, mouse, door handles,

doorknobs, faucet handles, light switches, phones, tables, desks, countertops, tools, and other shared equipment.

Regardless of where you are meeting, follow the University's [COVID-19 Community Standards](#).

Below are some other guidelines and recommendations if you are meeting in person, regardless of where the meeting takes place:

- It is recommended that groups consider member comfort and allow for extra physical distancing between attendees, as well as offering an option of virtual participation for members who are not comfortable attending a face-to-face meeting. Any meetings with a requirement that members attend should have a virtual option.
- For practices of groups involving singing or movement such as dance or sports, please keep in mind that there are currently few agreed-upon guidelines for the safe amount of physical distancing needed for such activities. If you are affiliated with a national organization or are a club sport, check with those offices for further guidance. You may also contact SLL at studentlife@unc.edu.
- An attendance sheet of all who attend a face-to-face, in person meeting should be kept for at least six weeks post event. This list should be maintained by the group and be available in the event there is a need to conduct contact tracing. This can be kept virtually on Heel Life using the attendance tracking feature, though non-UNC affiliates will not be recognized by PID or email, so be sure to create a way to track those individuals, as well.
- Providing hand sanitizer is strongly recommended.
- It is recommended to have spare masks available for attendees that show up without one, and to have a plan for how to address attendees that do not want to wear one.
- Food at meetings is not recommended. If you must have food at the meeting, have individuals bring their own, or only serve prepackaged, individual servings. There should be no buffet-style service or any other type of shared food or beverage options (this includes pizza!).
- Do not provide any items that will be passed between attendees and cannot be sanitized, i.e., pens, balls, papers, etc.
- It is recommended that groups consider hosting meetings virtually or in smaller groups in spaces that allow for physical distancing.
- Groups should make sure members and guests know that if they are experiencing any COVID-19 symptoms they should not attend face-to-face activities, events, or meetings. (See [COVID-19 Symptoms and Personal Health Monitoring](#) below.)

Events

While it goes without saying that many organizations look forward to hosting events in person, don't count out the possibility of hosting virtual events! They don't have to be complicated or take a lot of time to prepare.

Events must follow regulations set by [UNC-Chapel Hill](#), [North Carolina state officials](#) and the [CDC](#), as well as any local requirements. Please note that you should ensure you are following the most restrictive of these policies.

When planning and implementing your event be sure to utilize [Heel Life](#). Heel Life is UNC-Chapel Hill's online involvement hub, where registered student organizations and university departments can advertise the organization, post events, and track attendance.

Review the following steps:

1. [Create a new event in your organization.](#)
2. [Track event participation.](#) We do not currently have the ability to track attendance on mobile. You may

notice that when you go to find the access code, there is a new Attendance URL which you can send to anyone attending your event to mark as attended (see image below). This will be helpful in tracking attendance for your virtual events, but for in-person events, the organization should record the attendance for each participant at the time of entry into the event. This can be kept virtually on Heel Life using the attendance tracking feature, though non-UNC affiliates will not be recognized by PID or email, so be sure to create a way to track those individuals, as well. Student organizations may check out scanners to use for scanning OneCards by contacting SLL at studentlife@unc.edu.

EVENT ATTENDANCE

13 Invitees 23 Attended 0 Absent 0 Excused

TRACK INVITATIONS &

ACCESS CODE: D9K69NX COPY [Click here to visit the Swipe URL and enter this code](#)

NEW! ATTENDANCE URL: <https://heellife.unc.edu/event/521464C> COPY Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

Tip: Use this attendance URL in the chat box of your Zoom meeting or other virtual platform to have students sign in to collect attendees. Also, have students RSVP to your event on [Heel Life](#) to receive the link for your event. This will help you collect names of potential participants in case they don't use the attendance URL.

Hosting Virtual Events

If the estimated attendance for an event that you are planning surpasses the maximum for in-person meetings/events set by the standards above, you will need to host that event in a virtual or hybrid format.

According to a Google search, hybrid means "a thing made by combining two different elements; a mixture". A hybrid event would consist of combining two different methods to hold an event: in-person AND virtual (much like a hybrid academic course). The University provides spaces on campus that allow for in-person interaction (while physical distancing) and a use of integrated technology that will allow for a seamless in-person and virtual presence. Be sure to check with the staff of the facility you are reserving for details.

Considerations to take into account while hosting meetings and events virtually should include the following:

- [Information Security](#)
- [Accommodating Students with Disabilities](#)
- [Digital Accessibility](#)
 - Closed Captioning
 - [Microsoft Teams Live Captions and Subtitles](#)
 - [Microsoft Stream Closed Captions](#)
 - [YouTube Subtitles & Closed Captions](#)
- [Peer-to-Peer \(P2P\) File Sharing](#)

Hosting Events in Person

Effective July 12, 2021, all limits have been removed on events and gatherings. You must still, however, adhere to the [COVID-19 Community Standards](#) and University event and gathering policies. It is important to keep in mind that members of your organization may have differing levels of comfort regarding in-person activities.

Note that masks are required at all times for indoor meetings and events in a University building. Face masks are not required when outdoors but they are strongly encouraged, especially when participating in any type of group event or gathering. Additionally, students who attend any indoor, off-campus events or activities of registered student organizations must wear masks at all times. This standard will remain in place until further notice.

If your organization uses any reservable space on campus to meet, limit the occupancy to the recommended maximum capacity listed for the space. Be sure to follow the instructions of facility staff regarding any protocols for the space. It is recommended that groups refrain from hosting events off campus as to prevent potential spread from spaces that are not properly equipped or cleaned.

When hosting an event, follow these [recommendations](#) for maximum preventative care:

- It is recommended that groups consider member comfort and allow for extra physical distancing between attendees, as well as offering an option of virtual participation for members who are not comfortable attending a face-to-face event. Any events with a requirement that members attend should have a virtual option.
- For events involving singing and movement such as dance or sports, please keep in mind that there are currently few agreed-upon guidelines for the safe amount of physical distancing needed for such activities. If you are affiliated with a national organization or are a club sport, check with those offices for further guidance. You may also contact SLL at studentlife@unc.edu.
- Clearly publicize maximum occupancy and use the RSVP feature on Heel Life to limit and monitor potential attendance.
- An attendance sheet of all who attend a face-to-face, in person event should be kept for at least six weeks post event. This list should be maintained by the group and be available in the event there is a need to conduct contact tracing. This can be kept virtually on Heel Life using the attendance tracking feature, though non-UNC affiliates will not be recognized by PID or email, so be sure to create a way to track those individuals, as well. Student organizations may check out scanners to use for scanning OneCards by contacting SLL at studentlife@unc.edu.
- Use directional signage to promote one-way traffic.
- Create signage that reinforces physical distancing messages (stand here, do not sit here, etc.)
- Keep sanitizing and disinfecting products handy to clean areas between patrons.
- It is recommended to have spare masks available for attendees that show up without one, and to have a plan for how to address attendees that do not want to wear one.
- Have sanitizer available and encourage frequent use.
- If food must be served, only serve prepackaged, individual servings. There should be no buffet-style service or any other type of shared food or beverage options (this includes pizza!).
- Do not provide any items that will be passed between attendees and cannot be sanitized, i.e., pens, balls, papers, etc.
- When presenting, choose one person to click through slides versus sharing a slide advancer.
- Create a barrier at your check-in station between attendants and attendees.
- Groups should make sure attendees know that if they are experiencing any COVID-19 symptoms

they should not attend face-to-face events or activities. (See [COVID-19 Symptoms and Personal Health Monitoring below](#).)

Travel

COVID-19 restrictions on university-related domestic travel previously issued by the UNC System Office are rescinded. Student organizations can find current recommendations for domestic travel here: <https://carolinatogether.unc.edu/travel-guidance>. Please note that the [COVID-19 Community Standards](#) state that students who attend any indoor, off-campus events or activities of registered student organizations must wear masks at all times. This also applies to events and gatherings associated with travel.

Because the severity of COVID-19 conditions still varies internationally, foreign travel remains restricted. International travel will be approved only in truly exceptional cases. This will be re-evaluated routinely as the situation evolves. This includes all travel by all student organizations, regardless of whether or not University funds are being used.

If you have questions, please contact Student Life & Leadership at studentlife@unc.edu.

Finance Considerations

University finance policies have been impacted by the COVID-19 situation and are constantly evolving. For current information related to finance policies, student organizations can visit the [Finances resource page](#) found on Student Life & Leadership's website.

Personal Health Monitoring and Exposure

It is important to take precautionary measures to reduce the risk of exposing yourself and others to the coronavirus. As leaders of your organization, you have an ethical obligation to protect the health and safety of your members.

Each member of the university community has a responsibility to take steps to mitigate the spread of COVID-19. Each individual should diligently monitor their own personal health and, as necessary, take steps to avoid contact with others if they are or may be positive for the coronavirus. All members of the university community should be familiar with the symptoms of COVID-19 and should seek medical care when appropriate, including complying with medical guidance designed to reduce further transmission of the virus.

COVID-19 Symptoms and Personal Health Monitoring

All members of the university community should carefully monitor their health every day. The following COVID-19 Monitoring Checklist should be considered each day before attending class, work, or other in-person campus activities:

- Do you have new muscle aches not related to another medical condition or another specific activity (e.g., due to physical exercise)?
- Do you feel like you may have a temperature of greater than 100.0°F?
- Do you have sore throat, runny nose and/or congestion not related to another medical condition (e.g., allergies)?
- Do you have a new or worsening cough that is not related to another medical condition?

- Do you have shortness of breath that is not attributable to another medical condition?
- Do you have recent (<5 days) loss of smell and/or taste?
- Do you have new onset of vomiting or diarrhea not related to another medical condition?
- Have you had recent close contact with someone who has tested positive for COVID-19?

If you answer yes to any of the questions above, do not attend class, work or other in-person campus activities and contact your medical provider. Students should contact Campus Health.

Students can access Campus Health at 919-966-2281 or via the [Healthy Heels Patient Portal](#).

COVID Testing/Contact Tracing

The [University's COVID-19 Community Standards](#) include complying with testing, tracing and quarantine/isolation requirements.

Carolina Together Testing Program

All unvaccinated members of the Carolina community will be required to participate in the Carolina Together Testing Program. Unvaccinated students, faculty and staff will be required to be tested once weekly. Current information about testing requirements and where to get tested can be found on the [Carolina Together Testing Program's website](#).

Contact Tracing

If a member of the Carolina community – including students, faculty and staff – tests positive for COVID-19, the University will follow standard contact tracing protocols to identify and communicate directly with those who had close contact with the individual.

Visit the [Campus Health website](#) for more information.

Any individual within 6 feet of an infected person for a cumulative time of 15 minutes starting from 2 days before symptom onset for symptomatic individuals and 2 days prior to positive specimen collection for asymptomatic individuals.

This means that individuals who maintain at least 6 feet physical separation in a classroom or congregate setting will typically not be considered a close contact.

Tracing is conducted in concert with Employee Occupational Health, Campus Health and the Orange County Health Department or other local health departments.

The [COVID-19 Community Standards](#) outline student, faculty and staff responsibilities for providing accurate information on close contacts.

Compliance and Enforcement

Student organizations must comply with the [COVID-19 Community Standards](#) at all times. Failure to comply may result in restriction on access to or use of University facilities, loss of funding, restrictions on activities and/or suspension or loss of University recognition. The University may also pursue additional disciplinary action in accordance with relevant University policies, including the UNC Honor Code. The University's COVID-19 Administrative Process is posted on the [Office of Student Conduct website](#).

Elections

You can set up a virtual election process on Heel Life by utilizing the Elections feature on the organization's page. For more information about the elections feature, visit the [Creating an Organization Election](#) support page. This support page will help you navigate creating ballots and adding elected positions. Review your constitution's elections process and make sure that you are following procedure. Update your Heel Life organization roster to reflect your current membership. This will determine who receives a voting ballot and minimizes potential issues. **Tip:** Do a test run first to be sure that you become familiar with the process and how to find reports of the election results. Share the election results with your group virtually (social media, email, etc.).

Officer Transition

As your organization elects new leadership, think about how the organization can facilitate a successful transition virtually. Once you have transitioned leadership, do not forget to change the roles on Heel Life. **Tip:** Some organizations create a position-elect to help with ease of transition on Heel Life to help train new leaders in their incoming role.

Outgoing officers should be thinking of a plan to meet with new officers to ensure a smooth transition. A couple tips include:

- Visit [this link](#) to download the Officer Transition Guide that outlines a successful officer transition. It includes an officer transition guide and leadership checklist that will walk you through every step of the process.
- Incoming and outgoing officers can and should meet regularly through whatever platform is most comfortable for you. Even emails sharing documents back and forth is a great step in preparing your new officers for success.
- If you would like to schedule a virtual meeting for officer transition with incoming and outgoing officers this semester, email us at studentlife@unc.edu to set that up.

Annual Registration Process

Registered student organizations must reapply for registration annually. Organizations that transition leadership during the spring or summer complete their registration during the fall application period. For Fall 2021, that opens on August 15th and closes on September 15th. Organizations that transition leadership during the fall semester will complete their registration during the spring application period, which opens on December 1st and closes on January 31st.

There are three steps to complete during the registration process:

1. Complete and submit the online Registration Form and complete any necessary edits by communicated deadline
2. Your student organization advisor must complete the online Advisor Agreement Form by the registration deadline
3. Two officers (President and Treasurer) must complete the online Officer Orientation.

More information will be sent to organization officers about this process. Be sure your group's roster is up-to-date on Heel Life so the current officers will receive these updates.

Support and Resources

Student Life & Leadership

We want to remind you that Student Life & Leadership staff are here to support you and your student organizations through this time. Be sure to check out our online resources and connect with us directly with questions or concerns:

- [Utilize the SLL website](#) for a wealth of information about starting and maintaining your organization
- Information about utilizing Heel Life can be found [here](#)
- Check out the [SLL Heel Life page](#) for current events, updates, and forms
- We are available to schedule a call or meeting. The best way to reach out is to email studentlife@unc.edu.
- Follow SLL on social media:
 - Facebook: UNC-CH Office of Student Life & Leadership
 - Twitter: @UNC_SLL
 - Instagram: @SLLUNC

University, State, and Local Resources

[Carolina Together](#)

[State of North Carolina](#)

[Centers for Disease Control and Prevention \(CDC\)](#)

[Orange County COVID-19 Resources](#)

[Town of Carrboro COVID-19 Resources](#)

[Town of Chapel Hill COVID-19 Resources](#)