FALL EXTRACURRICULAR ENGAGEMENT GUIDELINES FOR STUDENT ORGANIZATIONS & STUDENT GATHERINGS - Rev. Sept. 3, 2020

INTRODUCTION

Hamilton College values the well-being of our students and recognizes that students thrive when our campus community is flourishing with opportunities to socialize, try new things, connect with others, attend events, and participate in athletics, publications, and student organizations. Student engagement remains a priority for the College during the COVID-19 health emergency, and Hamilton recognizes the need to institute revised operating policies and procedures for campus life, student activities, and athletics to promote the health, safety, and well-being of all community members.

Hamilton provides its students and the larger community with meaningful and appealing activities and seeks engagement with students studying remotely. This plan emphasizes a hybrid of virtual programmatic offerings and robust guidelines for in-person programming to provide a well-rounded residential experience. This plan was developed with emerging best practices, Hamilton policies, and relevant federal, state, and local government orders and guidelines.

GENERAL STUDENT GATHERING POLICIES

In order to be equitable and inclusive of all Hamilton students (students on campus and students studying remotely), the majority of student events and gatherings shall be hosted in an online or virtual format, or a hybrid of in person and virtually, when possible.

If 10 students or fewer wish to gather informally indoors they may do so, but they must remain physically distant and wear a face covering. Indoor gatherings should not exceed 10 people without the approval of the Student Activities Office. If 25 students or fewer wish to gather informally outdoors they may do so, but must remain physically distant and wear a face covering. To host an event that exceeds this capacity organizers must apply and be approved to host an official event through the Student Activities Office. The form can be accessed through the Presence Engagement Platform.

Approved gatherings of more than 10 people shall never exceed the College’s COVID-19 capacity for a space. Participants are expected to follow the guidelines for physical distancing and face coverings, and organizers must complete a risk assessment as part of the event application.

Programs that will not be approved include those in which physical distancing is not possible and are considered “high risk” due to close contact and in some cases the sharing of supplies and equipment.
STUDENT GATHERING SPACES THAT CAN BE USED AND RESERVED*

- Outdoor canopies (some will be reservable while others will be available for informal use on a first-come, first-served basis)
- Babbitt Pavilion
- Sadove Student Center
  - Tiered approach to opening spaces
    - Tier 1 will include the Living Room, Sunporch, Conference Room, 3rd Floor Atrium, and the Sadove Terrace
    - Tier 2 will include the Sadove Basement Multipurpose Room and the 3rd Floor Resource Room
- Card Access Only: WHCL and Media/Spectator Office (will decide if there will be staggered schedule access or stay fully remote)
  - For at least the first two weeks, we will not allow access to these spaces
- Fitness and Recreational Spaces
  - Outdoor Fields, Alumni Gym, Fitness Center Multipurpose Room & Dance Studio, and the designated fitness canopies when they are not in use by intercollegiate teams
  - Use of athletic facilities, both indoor and outdoor, will be determined by guidelines adopted by the Physical Education Department. Staff or student supervision may be required.
- Dwight Lounge and Bristol Terrace by reservation
- Chapel 3rd floor lounge, Chapel Meditation Room, and the Chapel Muslim Prayer Room Meditation Room and Muslim Prayer Room reservable by 25 Live Express
- Glen House Great Room and Glen House Porch by reservation following approval by Outdoor Leadership Staff
- Days Massolo Center (DMC) first floor living room, two spaces in the computer lab, and two spaces in the sunroom by reservation following approval by DMC Staff
  - Approved events may be subject to professional or student staff supervision or walkthroughs to ensure that students are adhering to physical distancing and face covering guidelines.
Any reserved gathering or event that has more than 10 people must swipe attendance upon arrival. Student Activities is working with Auxiliary Services to implement a digital ID process alongside the College’s mobile credentialing project. Students will be asked to download their digital ID to their phone, and the digital IDs of attendees will be scanned via the event host’s phone using the Presence Checkpoint app. At this time, the committee doesn’t recommend that attendance be tracked for informal events or gatherings with fewer than 10 people. We will revisit and decide if we should develop a process for informal events.

No external guests or off-campus presenters or performers will be permitted to attend any event or gathering on campus. Vendors and outside service providers may be hired by Student Activities to set up equipment for an approved event. Vendors and service providers must sign a service agreement that adheres to the guidelines from Auxiliary Services. These vendors and service providers are not to interact with students and must adhere to physical distancing and face covering policies at all times while dropping off or picking up equipment. An example would be renting “drive-in” movie screens to be used in outdoor locations on campus.

While we anticipate food offerings at gatherings will be limited, if food is approved for an event it must be distributed in a “boxed-lunch” style, where all components are contained in one box to allow for “grab and go.” Catering will be permitted for group events based on the guidelines in place at the time of the event. The type of service will be determined by the catering director or Student Activities staff, in consultation with Auxiliary Services and the event planner.

**GUIDANCE FOR CLUBS AND ORGANIZATIONS**

**LEADERSHIP**

Students may hold leadership positions for their clubs or organizations even if they are studying remotely in the fall semester. If students take a Leave of Absence, they will not hold a leadership position or be an active member of an organization.

At least one-third of the Executive (E) Board should be studying on campus in the fall if the organization plans to host in-person events. If more than one-third of a club’s E-board is studying remotely for the fall semester, or should a club leader studying remotely be unable to fulfill specific position duties, the club may elect new leaders on an interim or permanent basis, and the club should follow its election policies to fill vacancies.

We also understand that a club’s ability to continue functioning is contingent on the organization’s specific activities. Therefore, student organizations will be given the option to temporarily deactivate for the fall semester if the club’s leaders do not feel the organization can operate within the prescribed guidelines. Student Activities will work with student organizations that want to remain active to hold...
modified versions of club activities or develop new activities to support club growth and continued
operations that may differ from the club's usual function or activity.

All leaders must attend a virtual club leader training at the start of the semester to understand the new
rules and regulations for the hybrid fall semester. Attendance at this training will allow the organization
to apply for safe in-person activities and have access to funding. Failure to attend will place an organiza-
tion on an inactive status for the fall semester.

RISK ASSESSMENT INVENTORY

Student Activities will require student organizations and clubs to discuss a risk assessment inventory and
COVID-19 operating plan as part of their renewal process for the fall semester. Student organizations
will be asked to consider if their usual activities are feasible with the implementation of these guidelines,
if there are modified activities that can be implemented, and to think strategically about how the organi-
zation can function virtually and with limited in-person activities while still supporting the organization
or club's mission.

MEETINGS

Club meetings should be held virtually through Zoom this semester to allow accessibility for all students.
It is permissible for the E-Board to meet informally under a canopy (not to exceed 10 people or the
posted capacity) while maintaining physical distance and wearing a face covering to plan for full virtual
club meetings.

All performance-based practices, programs, and events should be accessible to the entire student body,
including those studying remotely. We will identify classrooms and conference rooms that can double as
student club meeting spaces and that have technology to support in-person and virtual engagement.
These spaces need to be reserved through 25Live to allow for contact tracing and to ensure that more
groups have access to available spaces. The full list of spaces and the reservation process will be dis-
cussed at the virtual club leader training at the start of the semester.

FUNDING

Funding activities will look different this fall. We will review current processes and decide how they
should be altered to accommodate a hybrid semester. The application will be reviewed by a student fund-
ing committee, and guidelines will be shared at the virtual club leader training. We recognize that virtual
programming can have unforeseen costs and we are prepared to support those programs whenever
possible. Funding may be available to events hosted by Residence Hall cohorts and will follow the same
application process that applies to clubs.
FUNDRAISING

Student Activities will update fundraising policies to address raising donations virtually. If an organization uses its official club name to advertise a fundraiser, the club must register the fundraiser with the Student Activities Office. Additionally, students will not be permitted to “table” and fundraise as they have in the past in the Beinecke Activities Village, on Martin’s Way, or anywhere on campus due to challenges presented by physical distancing guidelines and restrictions that apply to food preparation (bake sales) and exchanging currency.

IN-PERSON PROGRAMS

After the initial two weeks of the semester, assuming the College’s COVID-19 Alert Level remains “Green,” clubs and organizations may host programs once their leadership completes the renewal process and attends the virtual club leader training. Any in-person event exceeding 10 people indoors or 25 people outdoors will require approval by the Student Activities Office. An event proposal form will be available on the Presence platform. After the proposal form is submitted, a checklist of safety guidelines will be populated. Event proposals will be due two weeks prior to the event and will be reviewed by the Weekly Events Committee. This committee will decide if the event can be supported within the guidelines. If the event is approved, the committee will assign an appropriate space.

We will allow Residence Hall Extended Family Units to apply to host an event outside of their Residence Hall. Groups of friends will be able to choose from a menu of event options hosted by the Campus Activities Board (CAB) or the Resident Advisor (RA) can sponsor an event through the event proposal process.

Programs will be limited to the posted room capacity, which will be reduced to support physical distancing. The seating set-up or event layout must allow for ample physical distancing. The College has recalibrated capacities for campus facilities. Updated venue capacities can be viewed on 25live.

To maximize outdoor spaces during the nicer weather at the start of the semester, we encourage the use of the informal or reservable canopies. Whenever possible, there should be a virtual component to all programs and events to provide access for all. For example, the Knitting Club may ship and distribute yarn and supplies. A group of five members may gather physically distanced with masks to lead a demonstration that would be hosted virtually for those off campus or for students on campus who cannot attend the small gathering due to capacity restrictions.
TRAVEL

All travel is suspended for clubs and organizations, as is the case with academic-related travel for field trips and internships. Groups that typically travel can work with Student Activities and their advisor (if they have one) to think of creative ways they can still function on campus. For example, we recommend exploring whether Mock Trial, Debate Team, or Model United Nations could compete virtually with other schools.

TYPES OF ORGANIZATIONS

CLUB SPORTS

We know how important playing a sport is for many of our students. The Athletics Department will work with you to find ways to engage with your club team safely, where possible. Our plan will be consistent with Hamilton’s guidelines, which are guided by New York State policies pertaining to sports and recreation. We will strive to treat all varsity and club athletes equitably.

There will be no intercollegiate competition permitted during the fall. Club sports will adhere to the guidance of the Athletics Department. Coaches will partner with club programs to offer practice opportunities that are supervised appropriately. We will incorporate New York State and NCAA return-to-sport guidance and best practices.

Similar to our intercollegiate rowing programs, some club program activities will be limited because of campus travel restrictions. Alpine and Nordic Ski, the Equestrian Team, the Sailing Team, and Curling are not allowed to leave campus for practice.

Club teams should work with staff in the Athletics Department to discuss a workout and practice schedule that meets guidelines. Out of the 16 club teams, all but four should be able to practice on campus. The following groups can practice on campus with supervision: Men’s and Women’s Soccer, Men’s and Women’s Rugby, Ultimate Frisbee, and the Running/Cycling Club.

Once the New York State governor permits indoor activities, the following clubs will be able to practice on campus: Fencing, Club Hockey, Figure Skating, Women’s Basketball, and Water Polo.

WELLNESS/INTRAMURALS/RECREATION

Intramurals and athletics recreation events will adhere to the guidance of the Athletics Department. They will also follow the New York State sports and recreation guidelines that are in place at the time.

Use of indoor and outdoor athletics facilities will be determined by guidelines adopted by the intercollegiate program. In addition, staff or student supervision may be required.
The Blood Fitness Center will follow the New York State guidance on reopening. If the fitness center is allowed to open, then the Climbing Wall will reopen. If the fitness center remains closed but New York State guidelines allow the fitness center locker rooms to re-open, Outdoor Leadership may open the Climbing Wall to operate according to state guidelines. If the locker rooms are closed, the Climbing Wall will remain closed because easy access to hand washing is necessary. We plan to reopen the Climbing Wall at half capacity (eight participants and two staff members) with an online registration system.

Wellness programming will be available over Zoom for students studying in person and remotely. We will work with students to plan outdoor options that are physically distant to offer some of our traditional wellness classes and record them on Zoom for others who cannot join in person due to capacity constraints or not being physically on campus.

Examples of what the committee is planning under the current guidance:

- Mountain biking on College trails (through Outdoor Leadership)
- Outdoor fitness classes
- Yoga and Pilates
- Golf, tennis, pickleball
- 3-point basketball shooting contest
- 5k
- Swimming
- Physically distanced spin class
- Wellness presentations over Zoom

**EXERCISE ON CAMPUS (UPDATED 8/28/20)**

Due to occupancy limits in the Blood Fitness Center and a desire to move activity outdoors to reduce the risk of contracting COVID-19, most fitness center equipment has been relocated to a large tent on the site of the former tennis courts adjacent to the Bundy Scott Field House and to the indoor practice facility. Please be sure to wipe down any shared strength or cardio equipment before and after you use it; disinfecting equipment before you use it keeps you safe, and disinfecting equipment after you use it keeps the next person safe. Please have your College ID and your green emocha badge available to gain admission to either location.

Several other facilities, including the Bristol Pool, the Tietje Tennis Center, the Pritchard Track, and the Simon Golf Center, are also available for use. Please follow guidelines when using any of these facilities.
When exercising on campus, please keep the health and safety of yourself and others in mind at all times. Because we expel droplets and aerosols more forcefully during physical exertion, we need you to “Double the Distance!” When exercising under any roof -- building or tent -- please wear your mask at all times and try to maintain a distance of 12 feet, rather than six feet. You’ll notice we’ve separated all of the equipment by 12 feet to accommodate the extra distance. When exercising outdoors, you must wear your mask when you cannot maintain a minimum distance of 12 feet from others. You may remove your mask when you are exercising outdoors only if you are certain you will maintain 12 foot distancing from all others.

Participation in close contact pickup sports and games, such as basketball, soccer, volleyball, ultimate Frisbee, hockey, lacrosse, rugby, and spikeball is prohibited at this time, because it is not possible to maintain distance. Provided you are maintaining appropriate distance, you can work on individual skills in small groups, like playing catch, shooting on a goal, or tossing a Frisbee. Playing squash or racquetball with another person in the same court is also prohibited, but you may enter a court to develop your individual skills. Intercollegiate and club team practices will be managed and supervised by Athletic Department staff and will progress slowly, following recommended sport re-socialization phasing guidelines.

We will continue working closely with the Hamilton COVID-19 Task Force and incorporate updated information from the Centers for Disease Control, the NCAA, and New York State to assess our exercising guidelines and best practices throughout the semester.

**A Cappella/Performance Groups**

A Cappella groups will follow the guidance provided by the Music Department for best practices associated with singing, rehearsals, and performances in addition to the institutional guidelines for gathering and physical distancing. There is a separate committee working on guidelines for musical groups, so we will look to those for direction to develop a plan for these groups. Some guidelines we are considering for a cappella groups include:

- Increased physical distancing (10 to 12 feet of distance instead of six feet)
- No standing in a circle or horseshoe (i.e., face forward)
- No choreography or touching
- Beat-boxing should be separated farther away from the rest of the singers
- No sharing pitch pipes, tuning forks, or sheet music
- Shortened rehearsal times
We will hold a meeting with the Music Department, Student Activities, and a cappella leaders at the start of the semester to discuss how these groups can engage safely. We may consider recommending that rehearsals are supervised given the higher risk associated with singing and COVID-19. Initially, we recommend that these groups practice outside, physically distanced, and with face coverings.

Dance groups cannot engage in partner choreography or any group choreography that requires physical contact and closeness.

**CHAPLAINCY**

The Chaplaincy will follow all New York State guidelines for religious gatherings. For our smaller communities (where the weekly gatherings are typically 10 to 20 people) social gathering protocol for small group gatherings will be followed, either outside or physically distanced in a larger indoor space, with appropriate face coverings. Chaplaincy staff will supervise all such gatherings.

The Chaplaincy will support our religious and spiritual student organizations' needs as they relate to food by adhering to the guidance outlined in this document, by working with Bon Appetit, and by providing supervision to make sure students are adhering to the safety guidance for consuming food. We recommend students explore worshipping via Zoom with their places of worship from their hometown or country, or with a local place of worship that allows them to participate remotely.

The Muslim Prayer Room and Meditation Room will be available for student use through the 25Live Express Scheduling site to allow for contact tracing and staggered use.

In summary:

- Partner with Bon Appetit to think through kosher catering options for Friday Shabbat
- Explore outdoor meditation options.
- Consider making the Muslim Prayer Room accessible on a staggered schedule basis if possible

**CULTURAL GROUPS**

The Days Massolo Center (DMC) will partner with the Cluster Advisors from the Chaplaincy and Student Activities to provide opportunities for our cultural organizations to safely cater, fundraise and plan events in accordance with these policies. Examples include:

- Rescheduling the Voices of Color Lecture Series for October, keeping restrictions in mind throughout the planning process
- Exploring a LatinX Music Festival and Back2School Bash that would be a hybrid in-person and virtual event
• Working with student groups to expand the #ForHamilton campaign that was started by the summer student engagement committee

**VOLUNTEER GROUPS**

HAVOC and AXB will work closely with the directors of the COOP and the Student Activities staff to fulfill their mission based on the guidance in this document and best practices for volunteering and fundraising. Examples include:

• A pen pal program

• Virtual tutoring

• Virtual storytelling

• Partner with the Knitting Club to send winter hats to community organizations in need

**MEDIA ORGANIZATIONS**

Our 14 publications and the College radio station will adhere to the guidelines outlined in this document and best practices. We recommend that publications maintain a mostly virtual presence for the fall semester, produce their periodicals virtually, and distribute them via email, social media, and on the College website through the Presence platform. We will explore if a limited number of physical copies of our publications can be printed this fall.

WHCL can function remotely through an auto DJ program. We recommend possibly a tiered or staggered return to in-person broadcasting and that all media facilities in the Sadove Student Center require card access populated by media organization rosters in Presence.

For the start of the fall semester, the Media Suite and the radio station will not be accessible using a Hill Card.

**FRATERNITY AND SORORITY LIFE**

Fraternities and sororities must adhere to the guidance in this document as it relates to student gatherings, event proposals and plans, and fundraising. Leaders of these private societies should attend the virtual club leader training to obtain the information necessary to host an event or gathering. Any society that holds a gathering in violation of these and other COVID-19 safety policies will not face consequences, including suspension of all events for a period of time.

The spring 2020 rush process that was cut short when Hamilton moved to remote learning will be permitted to continue for societies in good standing starting on Monday, Sept. 7, and must conclude no later than Sunday, Oct. 4. Any activities or events that result in potential new members violating campus
COVID-19 safety policies and guidance will be adjudicated as a violation of the College’s Hazing Policy. All pledging activities originally scheduled for fall 2020 are postponed to spring 2021.

OUTDOOR ADVENTURE ACTIVITIES

We will look for ways in and around campus to promote outdoor activities under the direction of the Outdoor Leadership Center (HOLC). The goal is for students to safely enjoy the outdoors. Examples include:

- HOLC-organized group bike rides off campus for 20-30 miles around quiet local roads, with no stopping, no shopping, no crashing, and no riding side-by-side or close behind other riders
- Running club runs off campus, up College Hill Road to Skyline Drive and back.
- Outing Club-organized walks around the peripheries of campus, up to the College reservoir property and back
- The low and high ropes courses may be used for team, floor, class, or clubs. The state allows for ropes courses to be open subject to the usual distancing rules, which will severely limit low ropes course options.

FAILURE TO COMPLY

Failure to comply with the recommended policies and programming guidelines in this document will result in the club, organization or residential cohort immediately losing all access to funding and the ability to host events for the remainder of the semester.

Additionally, at the discretion of the Student Assembly in consultation with the Student Activities Office and the appropriate partnering area (e.g. club sports, DMC) a club or organization may lose official recognition and be put on inactive status for the remainder of the semester.

Failure to comply may also result in students being held accountable through the College’s Conduct process. We will adhere to the COVID-19 Community Standards Agreement, the Student Handbook, and the Group Accountability Process.

PHASED APPROACH FOR LOOSENING THESE GUIDELINES

Similar to state reopening plans and the College’s reopening plan, we will implement a phased approach to the restrictions in this proposal. We hope to implement phased policy changes as the COVID-19
pandemic improves. The phases need to be developed, and we want students to know that we plan to monitor the situation and, as circumstances permit, to revisit the restrictions in these guidelines. Our goal is to return to normal activities and operations as soon as we reasonably can. For example:

- **Off-campus travel**
  - First, we might permit day trips for outdoor and physically distanced activities like hiking, skiing, horseback riding, apple picking
  - Next, we might permit day trips for other non-distanced activities such as pottery class at
    - The last phase would include overnight travel for conferences and competitions

- **Guests from off campus**
  - First, we would permit local performers to visit campus since performers have the least contact with students on campus (e.g., Onondaga nation members for a SKI event)
  - Next, we might permit performers from other states
  - The next phase could be allowing attendees or participants at campus events (e.g., HAAND’s Kelberman Clubhouse events, a club or intercollegiate sport competition, a Mock Trial scrimmage)