

EXTRACURRICULAR ENGAGEMENT GUIDELINES FOR STUDENT ORGANIZATIONS & STUDENT GATHERINGS – FALL 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 experiences; connect with others; participate in athletics, publications, and student organizations; and attend events. 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 College provides its students and the larger community with meaningful and engaging 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 is being developed with emerging best practices, Hamilton College 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 College students (students on campus and students studying remotely), the majority of student events and gatherings will be hosted online or virtually, or a hybrid of in-person and virtually, when possible.

If 10 students or fewer wish to gather informally they may do so, but they must remain physically distant and wear a face-covering. Gatherings should not exceed 10 people without the approval of the Student Activities Office. To host an event that exceeds this capacity, students must apply and be approved to host an official event through the Student Activities Office. The form will be available on the Student Activities website via a link to our Presence Engagement Platform.

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Approved gatherings of more than 10 people shall never exceed the College-stated COVID capacity for a space, and are expected to follow the guidelines for physical distancing and face-coverings, and will require submission of a health and safety checklist with the event application.

Programs that will not be approved include those where physical distancing is not possible and considered “high risk” due to close contact and in some cases the sharing of supplies and equipment.

STUDENT GATHERING SPACES THAT CAN BE USED/RESERVED*

**Note that we will define the reservation guidelines and system with College Events and Scheduling Office*

- 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
By reservation or if available on a first-come, first-served basis
 - Card Access Only -- WHCL and the media/*Spectator* (student newspaper) office (will decide if there will be staggered schedule access or stay fully remote)
- Fitness and Recreational Spaces
 - Outdoor fields, Alumni Gym, Fitness Center Multipurpose Room & Dance Studio, and the Climbing Wall, when they are not in use by varsity teams.
 - Use of athletic facilities, both indoor and outdoor, will be determined by guidelines adopted from the intercollegiate program. In addition, staff or student supervision may be required.

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- Dwight Lounge/Bristol Terrace by reservation
- Azel Backus House dining room by reservation
- Glen House great room and Glen House porch by reservation following approval by Outdoor Leadership Staff
- Days-Massolo Center (DMC) living room by reservation following approval by DMC Staff
- Informal gatherings of fewer than 10 may gather and are expected to adhere to posted guidelines of space usage (distancing, face-covering, capacity limits, and cleaning). Students may be asked to use sanitizing wipes to wipe down surfaces before vacating a space.
- Approved events may be subject to professional or student staff supervision or walk-throughs 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 track attendance upon arrival. Student Activities is working in consultation 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 we track attendance 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 will adhere to College 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 various outdoor locations on campus.

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

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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 be able to hold a leadership position or be an active member of an organization.

There should be at least one-third of the Executive (E) Board that is studying on campus in the fall to assist with in-person components should the organization plan 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 their specific position duties while remote, the club may elect new leaders on an interim or permanent basis, and the club should follow their outlined election policies from their club constitution to fill vacancies.

We also understand that a club's ability to remain active and functional 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 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 to 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 gain an understanding of the new rules and regulations for the 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 organization on an inactive status for the Fall semester.

Risk Assessment Inventory

Student Activities will meet with 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 organization can function virtually and with limited in-person activities while still supporting the organization or club's mission.

Meetings

For the first three weeks of the semester, all club meetings should be hosted virtually through Zoom to allow accessibility for all students as we complete initial COVID-19 testing. 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.

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All meetings, programs, and events should try to be accessible to the entire student body, including those studying remotely. Meetings should be held virtually to allow for accessibility for all club members whether they are studying on campus or remotely this fall. We will work to identify some classroom and conference room spaces that can double as classrooms and student club meeting spaces that have the technology to support a hybrid of in-person and virtual meetings. These spaces will 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 discussed 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 to alter them to accommodate a hybrid semester. The application will be reviewed by a student funding 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 also be available to events hosted by residence hall cohorts and will follow the same application process that clubs will follow.

Fundraising

Student Activities will be updating fundraising policies to reflect more of what raising donations looks like in a virtual space. If an organization uses its official club name to advertise a fundraiser, the club will have to register the fundraiser with the Student Activities Office.

Additionally, students will not be permitted to table and fundraise in the Beinecke Activities Village, on Martin's Way, or anywhere on campus due to challenges presented by physical distancing guidelines and guidance around food preparation (bake sales) and exchanging currency.

In-Person Programs

Clubs and organizations will have the opportunity to host programs once their leadership completes the renewal process and attends the virtual club leader training. Any in-person event exceeding 10 people will require approval by the Student Activities Office. A checklist of guidelines and a proposal form will be available to host an event. *

We will allow Residence Hall Cohorts/Family Units to apply to host an event.

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.

To maximize outdoor spaces during the nicer weather at the start of the semester, we will encourage the use of the informal or reservable canopies. Whenever possible, there should be a virtual component

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to all programs/events to provide accessibility. * *For example: The Knitting Club may ship and distribute yarn/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 students who are on campus but 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 to 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 if other colleges have suspended travel to look for ways that Mock Trial/Debate Team/ 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 students to find ways to still engage with a club team safely, where possible. Our plan will be consistent with Hamilton College's guidelines, which are informed by New York State guidance on sports and recreation. We plan to do our best to treat all of our varsity and club athletes equitably.

There will be no intercollegiate competition permitted for fall. Club sports will adhere to the guidance of the Athletics Department. Coaches will partner with our club programs to offer club sport 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 programs will become more restrictive based campus travel restrictions. Alpine and Nordic ski, equestrian, sailing, and curling will not be allowed to leave campus for practice.

Club teams should work with staff in the Athletics Department to discuss a workout and practice schedule that is within the issued guidelines.

Current Club Sports Summary: 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/women's soccer, men's/women's rugby, ultimate frisbee, and running/cycling club.

Once the NY State governor gives permission for indoor activities, the following clubs will be able to practice on campus: fencing, club hockey, figure skating, women's basketball, and water polo.

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Wellness/Intramurals/Recreation

Intramurals and athletics recreation events will adhere to the guidance of the Athletics Department. They will also follow the NY State Sport and Recreation Guidelines that are in place at the time.

Use of indoor and outdoor athletic facilities will be determined by guidelines adopted from the intercollegiate program. In addition, staff or student supervision may be required.

The fitness center will follow NY State guidance on reopening. If the fitness center is allowed to open, then the climbing wall will reopen. We plan to open the climbing wall at half capacity (eight participants and two staff) 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 thinks we can do with the current guidance:

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

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

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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 (10-12' distance instead of 6')
- No standing in a circle or horseshoe (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 look to hold a meeting with some of the Music Department staff, Student Activities staff, and a cappella leaders at the start of the semester to discuss how we can support them in engaging with their groups safely. We may consider recommending that these 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 NY 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 would be followed, either outside or spaced in a larger indoor space, with appropriate face coverings. Chaplaincy staff would supervise all such gatherings.

We recommend that students explore worshipping via Zoom with their places of worship from their hometown or country, or a local place of worship that would allow them to practice or observe remotely.

Examples:

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

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Cultural Groups

The Days-Massolo Center (DMC) will work in partnership with the cluster advisors from the Chaplaincy and Student Activities to provide opportunities for our cultural organizations to engage safely in accordance with the guidelines outlined in this proposal related to catering, fundraising, and event planning.

Examples:

- Reschedule Voices of Color Lecture Series for October keeping restrictions in mind throughout the planning process.
- Explore a LatinX Music Festival and Back2School Bash that would be a hybrid of an in-person and virtual event.
- Work 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 Student Activities to seek ways to fulfill their mission based on the guidance in this document, and best practices as they relate to volunteering and fundraising.

Examples:

- 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 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 and that publications lay out their publications virtually and distribute via email, social media, and on the College website or through the Presence platform. We will explore if a limited number of printed physical copies of our publications can be printed this fall.

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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.

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. Additionally, any guidance from the Dean of Students Office around the pledge and recruitment process must be followed.

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 to keep students from leaving campus into the broader community, yet safely enjoy the outdoors.

Examples:

- HOLC organizes group bike rides off campus for 20 to 30 miles around quiet local roads. No stopping, no shopping, no crashing, 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 organizes walks around the peripheries of campus, up to our reservoirs property and back, etc.
- The low- and high-ropes courses may be utilized for team, floor, class, and club experiential learning. 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 or organization or residential cohort immediately losing all access to funding and the ability to host events for the remainder of the semester.

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Additionally, at the discretion of the Student Assembly, in consultation with the Student Activities Office and the appropriate partnering area (club sports, DMC, etc.), 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 judicial 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. Our hope is to create phased policy changes that can be implemented as the COVID-19 pandemic improves. The phases need to be developed, but 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 or socially distanced activities like hiking, skiing, horseback riding, apple-picking
 - Next, we might permit day-trips for other non-distanced activities, such as a pottery class at the Kirkland Arts Center, volunteering, a trip to the movies, or a museum trip
 - The last phase would include overnight travel for conferences or competitions
- Off-campus guests
 - First, we would permit performers to come to campus since performers have the least amount of contact with students on campus -- LOCAL folks only (example: Onondaga nation members for a SKI event)
 - Next, we might permit performers from other states

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- Next phase could be off-campus attendees or participants to events -- local community only (examples: HAAND's Kelberman Clubhouse events, local club sport competitions, local school Mock Trial scrimmage)
- The last phase would permit off-campus attendees or participants (ex: athletic competitions).