

Recognized Student Organization

COVID-19 Information and FAQs

Last Updated: October 14th, 2020



MORAVIAN
COLLEGE

Please review these FAQs as your organization prepares for the Fall 2020 Semester. This is a fluid document that will be updated as needed.

The answers will help with planning for on campus and virtual events and meetings, organization activities, and more.

TABLE OF CONTENTS

1. On-Campus Events and Meetings.....	03
A. General.....	03
B. Attendee Information & Capacity.....	03
C. Attendance Tracking.....	04
D. Tabling.....	05
E. Food.....	05
F. Masks & PPE.....	05
2. Membership Engagement.....	06
3. Volunteering, Service & Fundraising.....	07
4. Group Travel.....	07
5. Organization Resources (Printing, Funding, etc.).....	08

6. More Questions.....	08
------------------------	----

ON CAMPUS EVENTS & MEETINGS

What spaces are available for us to reserve for events and meetings?

- Updated spaces available to reserve (including outdoor spaces!) are available in 25Live. You can view spaces and request reservations by clicking [HERE](#).

How long are these guidelines in place?

- These are the current guidelines for the entire Fall 2020 semester. The College will provide updates as any policies, regulations, and recommendations change.

Does my student organization have to host virtual events?

- No, your organization can host meetings and events in person as long as they adhere to current College and CDC guidelines.
- Virtual events are recommended.
- For more information about hosting a virtual event contact [Media Services](#).
- Review this [guide](#) provided by Media Services.

Must my event or meeting be approved by an office on campus?

- If your event or meeting is in-person it must be approved by the Space Administrator of the location requested in 25Live.
- If using institutional funds for your event, it must be approved by the organization or department that oversees your budget.

ATTENDEE INFORMATION & CAPACITY

How many attendees can be at my student organization's event or meeting?

Recognized Student Organization COVID-19 Information and FAQs

- Capacity for meetings and events are based on the space reserved. Capacities for spaces across campus have been updated in 25 Live to meet the social distancing requirements.

The Governor of Pennsylvania has limited gatherings to a set number of persons, does this mean my organization can only have meetings and events under this threshold?

- Yes and they must also adhere to the space capacity of the requested locations.
- As of October 2020, the state of PA is allowing indoor gatherings that have up to 20% of space capacity and up to 350 outdoors.
- Please work with space administrators to determine the capacity for your event.

Can my organization have external community members at our events and meetings?

- This depends on the current Tier the College is in. Please refer to the Tiered Reopening Plan [HERE](#) for more information.
- If external guests are permitted, all attendees and participants must follow the college's health, safety, and hygiene protocols, and must wear a mask.
- Visitors must screen for symptoms prior to their arrival on campus. Instructions for self-screening can be found [HERE](#)

Do my organization members need to sign a waiver before attending an organization meeting or event?

- Currently waivers are not required for event attendance.

Will my organization have technology to broadcast or stream my event if not all members can be there in person?

- If you are interested in broadcasting your event to others, it is recommended that you work with [Media Services](#) to assure the technology is available.
- Other alternatives for your organization can include using personal devices - such as laptops and phones to stream organization meetings via Zoom.
- Zoom support and resources available via [Moravian College IT and Media Services](#). You can also check out this helpful information from [Zoom](#).

ATTENDANCE TRACKING

- The College is not requiring attendance tracking at events or meetings.

Recognized Student Organization COVID-19 Information and FAQs

- Organizations are welcome to take attendance for their own information but it is not required.

TABLING

Can my organization reserve a table in the HUB to promote my organization and recruit new members?

- At this time, tabling is allowed outside (at the 1742 Plaza) or in the Hub at the Kiosk. At the Hub Kiosk, only one person may sit at the table.
- Organizations will be invited to participate in the Fall Club/Organization fair hosted by USG during the second week of classes.
- Organizations will be able to reserve an easel in the HUB for displaying information to the campus community. Please contact the HUB & Event Management at events@moravian.edu to inquire.

FOOD

Can we have food at our events?

- Catering at events is available through Sodexo. Please contact them via CaterTrax at <https://moraviancollege.catertrax.com> or emailing catering@moravian.edu after your event space is confirmed.
- Self-service food and beverage are not permitted.
- Food sales are prohibited (no bake sales).
- No homemade/student made food is permitted at any events or fundraisers.

If my organization wants to have food at a meeting or event, what is the process?

- The process to approve food for events/meetings is: Food at events will follow the standard event review and requirements. Event organizers currently must avoid buffets and self-service food at events. Event organizers should also contact Moravian College Catering by visiting <https://moraviancollege.catertrax.com> or emailing catering@moravian.edu.

MASKS & PPE

Do members/attendees have to wear a mask if we are physically distanced at in person meetings?

- Masks will be required indoors unless individuals are alone in a room with a closed door.
- Masks must be worn at College sanctioned outdoor events if 6ft of physical distancing cannot be maintained.

Is there any support for my organization to receive PPE for my student organization event or meeting if we need masks, etc?

- Students are responsible for providing their own masks, however masks are available through Mo's Cupboard and many student organizations have purchased them as giveaways.
- Other items such as sanitizer, paper towels, etc. are available through Sanitization Stations throughout campus and at the HUB desk.

What should my organization do if a member tests positive for COVID-19 following an event or meeting?

- Contact the Health Center at 610-861-1567 or healthcenter@moravian.edu IMMEDIATELY after learning someone in your group has tested positive for COVID-19.

MEMBERSHIP ENGAGEMENT

Should I have my meetings online or in-person? Items to consider:

- Where are my members living? Are they on campus or taking online classes from somewhere else?

- Do I have the technology to host my meeting virtually? Can I stream my in person meeting via Zoom or Facebook for members who cannot come to the in person meeting?
- Be mindful of the room capacities when reserving space on campus.
- Consider your members-if not all members are able to meet in person on campus you may consider hosting virtual meetings so everyone can participate in the same way.
- This choice is up to your organization based on the Tier the College is currently in.
- Remember: whether your organization's meeting or event is online or in-person, the [Student Code of Conduct](#) and all administrative regulations apply to both types of events.

Should I keep my organization requirements the same for this year?

- Consider being flexible with membership requirements this year. Be mindful of where your members may be living this year - are they living in Bethlehem or are they taking classes virtually? By planning a combination of virtual and in person events, you can maximize your membership engagement and create flexibility in any membership requirements.

VOLUNTEERING, SERVICE & FUNDRAISING

In the past, my club/org has served in the community. May we still schedule volunteer opportunities for our members?

- At this time, all *off-campus* service and volunteering is not permitted for clubs and organizations. This decision was made for the continued health and safety of our most vulnerable community neighbors. However, we are offering many diverse virtual opportunities to support our community.
- Log on to GivePulse (moravian.givepulse.com) to find our list of the most up-to-date virtual opportunities. If you have questions or concerns about your club/org serving in our community, please reach out to careercivic@moravian.edu in the Center for Career & Civic Engagement.

Are there other ways that we can work with our community partners?

- Yes! If you have established relationships with partners, reach out to them!
- Explain that you won't be able to serve in person this semester and ask if there is anything else you can do. They might be able to suggest virtual support or ask for your help with projects on campus. Reach out to careercivic@moravian.edu for more support and to brainstorm new ways to serve safely and ethically.

I'd like to raise money for my organization or for an outside cause. Can we still do that?

- Yes! Your organization is welcome to still sell merchandise as a fundraiser (remember, just no bake sales!)
- Currently, groups that would like to host a fundraiser must use virtual, online platforms. Venmo is not accepted at this time but Civic Engagement staff can help you determine other means for collecting funds.
- Currently, no one is permitted to leave campus for fundraising efforts. This includes, but isn't limited to, 'dine & donate' events, 'pancake breakfast' events, and events such as 5k's and walk-a-thons.
- You will still be required to submit a fundraising request form with the Center for Career and Civic Engagement. It can be found: [HERE](#). A Center staff member will review your request and contact representatives of your group.

I'd like to host a drive for an organization. May I do that?

- Maybe. It depends on where you would like to donate your items. Many organizations have new and stricter rules in place for what they can and can't accept because of health and safety COVID-19 protocols. Please take the time to thoroughly research the donation location and determine what they need.
- If you find an organization with donation drive needs, please contact Gillian Sharkey (sharkeyg@moravian.edu) or Julie Huber (huberj03@moravian.edu) in the Center for Career & Civic Engagement for more information regarding box placements, and best practices for safe donations.

Please note: The Fundraising and Sales Policy as outlined in the Student Handbook is still in effect regardless of whether the fundraiser is in person or virtual. That policy can be found [HERE](#).

GROUP TRAVEL

At this time, off-campus travel is not permitted for clubs and organizations. Updates will be posted when they are available.

ORGANIZATION RESOURCES (FUNDING, ETC.)

What funding is available for my student organization?

Recognized Student Organization COVID-19 Information and FAQs

- For United Student Government sanctioned organizations: more information about operating budgets is forthcoming.
- For organizations not sanctioned by USG, please work with your respective department for funding options.

Is there any support for my organization to receive PPE for my student organization event or meeting if we need masks, etc?

- Students are responsible for providing their own masks, however masks are available through Mo's Cupboard and many student organizations have purchased them as giveaways.
- Other items such as sanitizer, paper towels, etc. are available through Sanitizations Stations throughout campus and at the HUB desk.

How do I create an event or meeting reservation?

- See information above re: On Campus Meetings & Events.

MORE QUESTIONS

My question hasn't been answered! What do I do?

- Visit Moravian College's COVID-19 Resource Site: <https://www.moravian.edu/fall-2020>
- Contact [United Student Government](#) if your organization is sanctioned by them.
- Contact the [Office of Student Engagement](#).
- If your question is related to event space or logistics, contact The Office of HUB & Event Management at events@moravian.edu or by calling 610-861-1492.

Many thanks to the University of Kentucky for sharing Clubs & Organization Guide which informs our own.