

**EASTERN ILLINOIS UNIVERSITY**  
**REGISTERED STUDENT ORGANIZATIONS COVID-19 GUIDELINES**  
**ADOPTED – 9/17/20**

**OVERVIEW:**

As a result of the COVID -19 pandemic Eastern Illinois University has established the *EIU Registered Student Organizations COVID-19 Guidelines* that outlines COVID related health risks, safety standards and sanitation practices associated with Registered Student Organizations (RSO's). All EIU Registered Student Organizations sponsored meetings, activities, events, gatherings and programs, both on and off campus, shall be subject to review and modification. The *EIU Registered Student Organizations COVID-19 Guidelines* are subject to change based upon the latest COVID-19 information. Failure to comply can result in RSO probation, loss of status, loss of privileges and/or referral to the *EIU Office of Student Accountability & Support* for additional university sanctions. **For more information contact the EIU Student Life Office, MLK Jr. Union, 3rd Floor – Rm. # 3065, 581-3829 or Go To – [SLO@eiu.edu](mailto:SLO@eiu.edu)**

**DEFINITION OF AN RSO EVENTS & MEETINGS:**

**A RSO “Event” is defined as any programmatic activity planned, sponsored/co-sponsored by a RSO that includes but is not limited to – gatherings, parties, socials, practices, program, etc. A RSO “Meeting” is defined as a gathering among RSO membership to discuss RSO matters and conduct business.**

**1.1 RSO EVENT PRE-REGISTRATION:**

RSO's should take measures to minimize risks (health, physical, university, financial, and property). RSO events sponsored on and off-campus with more than **10** RSO attendees must complete a pre-registration and screening process with the EIU Campus Scheduling Office prior to university approval.

**1.2 RSO SPACES & VENUES RESERVATIONS:**

RSO's may reserve university spaces/venues for RSO sponsored events on-campus subject to space and capacity limitations. RSO's must contact the *EIU Campus Scheduling Office* to reserve spaces/venues a minimum of **7** business days prior to the event. Space/venue requests received after the minimum business days are subject to denial. RSO's should be mindful of accessibility needs related to events.

**1.3 RSO ON & OFF CAMPUS EVENTS:**

RSO's shall limit face-to-face RSO meetings and events taking place as per the state's Restore Illinois Plan. RSO meetings and events should use online collaboration tools (e.g., Zoom, MS Teams, Google Hangouts) when possible. All RSO sponsored events will be limited in size and scope to a maximum amount of RSO attendees for in-person, both indoors AND outdoors events at **50**.

**1.4 RSO SANITATION & SAFETY MEASURES:**

RSO's - are required to comply with university COVID-19 safety guidelines that include but not limited to - wearing facemasks/coverings and maintaining 6ft. physical/social distancing, hand sanitizer, handwashing at all events. RSO attendees are prohibited from engaging in handshakes, holding hands, hugs and similar greetings that break physical/social distance. RSO attendees may be subject to additional screening or contact tracing measures in the event of suspected or confirmed COVID-19 transmission

**1.5 RSO MEETINGS & RETREATS:**

All RSO meetings/retreats shall be held in a virtual format for Fall 2020. RSO's should use online technology (Zoom, Microsoft Teams, Google Suite, etc.) for regularly scheduled RSO meetings. RSO meetings that are mandatory for RSO members to attend should have a virtual option.

### **1.6 RSO TABLING SPACE:**

RSO requests for indoor tabling space have been cancelled for Fall 2020. RSO requests for outdoor tabling space shall be limited to the quad areas and restricted to **NO** food items and all other items are subject to pre-approval. RSO tabling will be permitted by reservation Monday–Friday, between the hours of **8:00 a.m. – 4:30 p.m.** RSO tabling attendees **MUST** wear masks/face coverings, provide hand sanitizer and maintain 6ft. physical/social distancing at all times. No more than (2) RSO representatives can staff a table with 6ft social distancing at all times.

### **1.7 RSO PROMOTIONS & MARKETING MATERIALS:**

RSO promotions/ giveaways will be permissible subject to approval. RSO approval is required in advance for promotional giveaways, swag and marketing materials distributed at RSO sponsored events. University digital marketing and social media platforms are available and strongly encouraged. RSO's can go to the EIU Panther Life App to post campus events/activities via Google Play or Apple App Store on any mobile device.

### **1.8 RSO FOOD & BEVERAGES:**

RSO sponsored self-serve buffets, homemade goods, outdoor grilling and BBQs are not permissible until further notice. Limited food/beverage items may be purchased or served at RSO sponsored events that are individually portioned, pre-packaged, and purchased from a licensed caterer, restaurant, or food retailer subject to pre-approval. RSO attendees may bring their own personal food/beverage items to consume.

### **1.9 RSO FUNDRAISING:**

RSO's are encouraged to fundraise online rather than exchanging items and/or money in-person. Online fundraisers may be subject to university approval. RSO's are highly encouraged to use electronic fundraising and payment methods to collect dues, fees, and purchases (Venmo, Square, etc.) food items individually portioned, pre-packaged, and purchased from a licensed caterer, restaurant, or food retailer can be sold or purchased.

### **1.10 RSO HIGH RISK ACTIVITIES:**

The spread of COVID-19 has been linked to physical/high risks events that include, but not limited to – worship services, singing, running, dancing, exercising, protests/demonstrations, athletic competitions and playing live instruments that bring RSO attendees in close contact with one another, RSO's should re-consider sponsorship of these types of events in a virtual format when feasible. RSO sponsored worship services, protests/demonstrations, rehearsals, practices or performances are permitted however may require additional COVID-19 safety measures and practices.

### **1.11 RSO GUESTS:**

Guests will not be permitted at on-campus RSO sponsored events until further notice. EIU Guests are defined as any person(s) who is not a current EIU student, faculty or staff member. Outside performers, artists, speakers, vendors, who are properly contracted may be permitted and may require prior approval by the *EIU Vice President for Student Affairs*.

### **1.12 RSO TRAVEL:**

Given the inherent risks with travel, RSO travel shall be cancelled for Fall 2020. EIU strongly discourages any travel associated with RSO sponsored trips, conferences, competitions, etc. until further notice.

### **1.13 RSO COVID RESPONSE & REPORTING:**

RSO's should provide the following information to all RSO attendees regarding appropriate COVID-19 measures if a RSO attendee reports being ill, sick and/or may have been exposed to COVID-19: *If you are experiencing COVID-19 symptoms or if you need to be tested based on potential exposure or transmission, please contact - EIU Health & Counseling Services – Medical Clinic at (217)-581-3013. Medical Clinic Hours are 8 a.m. - 5 p.m., M-F or Go To - <https://www.eiu.edu/health/>*