



Student Organization
COVID-19 Policies and Procedures

Meetings & Events

Southeastern Oklahoma State University and the Office of Student Life recognize the importance of students gathering together safely during the semester. Student Organization meetings and events, will follow the guidelines of Southeastern Oklahoma State University with regards to limits on attendees for indoor and outdoor events, social distancing guidelines, and the requirement of masks inside all university buildings. To best accomplish this, student organization officers and advisors must adhere to the following policies and procedures when planning their events and activities.

- Face masks are required in all university buildings
- Participants must maintain a minimum distance of six feet apart from each other at all times (including entering and exiting the event venue).
- Student Organizations are strongly encouraged to conduct all meetings and/or events virtually and communicate electronically. Anything that can be done online should be. For instance, an organization business meeting, should be just as effective online as in-person, therefore it should be held online.
- When indoor meetings and/or events are necessary, limit gatherings of 10 individuals or less or what the venue will allow when social distancing of 6 feet per attendee. Please note that most large meeting rooms may be used as classroom space.
- When outdoor meetings and/or events are necessary, overall attendance is limited to 250 individuals, if accommodated by the venue allowing 6 feet social distancing per attendee.
- Organizations should not require in-person attendance at any official meeting, gathering, or event. If the meeting or event is required for membership, there should be a way for students and others to participate without physically being present. Publicity should include the options for participants to join online.
- Organization presidents and advisors will be responsible for creating and keeping a registry/roster of all attendees and support staff at meetings and events for purposes of COVID-19 contact trace and decontamination procedures.
- Everything at meetings, events, and activities should be no-touch. For example: Attendance should be taken in such a way that nothing is handed directly from person to person, and handouts should be provided virtually rather than printed and passed out.



- Tabling will only be allowed outside, and so long as participants maintain six feet of distance from each other and nothing (including food) is handed directly from person to person. The use of QR codes is recommended as opposed to traditional sign-up sheets/handouts.
- Organizations should feel free to not do their typical events. While something may be tradition, this is a good opportunity to think about innovation when planning events. Please contact the Office of Student Life for suggestions and ideas.

These policies and procedures were updated on November 11, 2020 and are subject to change.