

**FALL 2020**  
**GUIDELINES FOR**  
**STUDENT LIFE**  
**ACTIVITIES**



**MISSISSIPPI STATE**  
UNIVERSITY™



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# RECOMMENDATIONS

The fall semester will be conducted in-person with on campus residents and with facilities open. There will be strict physical distancing guidelines imposed limiting students to small groups, along with enhanced cleaning measures, and close monitoring of students & employees for further outbreaks. Face coverings are required inside campus buildings.

## Meetings

In person meetings are permitted based upon appropriate capacity guidance and current health standards. Capacities will be limited up to 50% occupancy, while also adhering to the ability to physically distance in space. Smaller rooms may not be used given the inability to appropriately physically distance in a smaller space with limited entrances and exits. Organizers must consider traffic flow of people as they enter and exit the room/meeting space. Groups need to host meetings in a larger space to accommodate appropriate physical distancing. Further, make sure you check on reservations as some student organization space may be used for classroom use. If groups are unable to find appropriate space, meetings may need to be held in a virtual or hybrid environment. Meetings can be recorded for minutes purposes and uploaded into Cowbell Connect.

## Campus Event Programming

Campus programming can begin pending an approved safety plan proposed for the safe management of said program. Capacities for each event will be based upon current health standards and guidance. Appropriate spacing will be required for events and all layouts should follow appropriate physical distancing guidelines. Entry and exit points for these events must be clearly defined.

**Registration of Events:** All events should be registered in Cowbell Connect. This platform should be used to specify your event expectations, attendance availability, and general marketing of the event. Social media can be used as well to communicate information, including attendance availability.

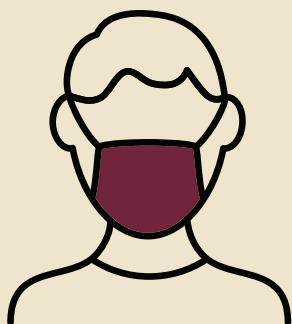
**Off-campus Events:** Off-campus events should be registered in Cowbell Connect and follow on-campus event guidelines. We encourage community partners to follow our guidelines for off-campus events.

**Attendance Tracking at Events:** Cowbell Connect is a resource to track attendance at events and to make sure current health standards and guidelines are being met to accommodate the number of participants permitted at your event. By scanning attendance, you can have a list of participants that can be utilized for contact tracing needs, especially for “Come and Go” events or outdoor events.

Staff and attendees will not be allowed to participate if you have any of the following:

- Fever over 100.4 degrees Fahrenheit
- Cough
- Shortness of breath
- Difficulty breathing
- Or have traveled to areas of known infection in the last 14 days and have come in contact in the last 14 days with anyone showing symptoms.

**RSVP for Events:** Each event in Cowbell Connect can have participants sign electronic waivers and RSVP prior to the event. We encourage students that have RSVP'd to arrive at least 15 minutes prior to event in order to guarantee entry. Students who have not RSVP'd, or have RSVP'd but did not arrive at the designated or appropriate time, will be admitted based upon space availability.



Current CDC data suggests that a cloth face covering may protect the wearer and prevent the spread of the virus to others. Visit [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) to see CDC guidelines on the use of face coverings.

### **RSVP Statement to include in Cowbell Connect:**

I understand that by RSVPing to this event, I will arrive at my designated time to ensure my spot and will support the physical distance guidelines in place by the event organizers.

### **Safety Tips for Staff / Student Organizations working events:**

- Wear masks and frequently wash hands before, during, and after event.
- Utilize shifts so that not all are there at one time.
- Create a Headquarters station for event participants to ask event questions, receive gloves or masks for attending events, hand sanitizer, etc.
- Create physical distance barriers like tables in between event organizers and participants.

### **Events with Food**

Pre-boxed or plated meals are allowed. No self-service meals or drinks can be provided or allowed. Food and beverages must be provided by vendors that have an approved food vendor license. A list of grab and go options provided by MSU Dining Services will be available on Cowbell Connect.

### **Outdoor Events**

Outdoor events allow for more flexibility during this time. During set-up for these events, efforts still need to be made to practice physical distancing for both participants and those hosting the program.

For outdoor events, utilize fencing/barriers to create clear entrance and exits to encourage physical distancing as well as track attendance for capacity needs. Physical distance markers (signs, small flags, sidewalk chalk, etc.) can be used to create lines.

Sign-up times could be an option for limiting event participation so that event attendees arrive at the event during a scheduled time to participate.

**Dawg Days Events** will occur August 15-30. Departments and student organizations are encouraged to host events for students more heavily on the weekends and evenings during the week, because of class schedules. The Center for Student Activities staff will coordinate all registered Dawg Days events to ensure events are not scheduled during the same time and these event guidelines are being met. Events need to be registered in Cowbell Connect with the Event Category “Dawg Days” selected.

### **Tabling Events**

Items can be placed on the table for individuals to pick up themselves, but interactions need to be as contactless as possible, so no items should be handed back and forth. Tools in Cowbell Connect, such as digital attendance tracking, registration, signing of waivers, etc., support a contactless tabling event. Information tabling in the Union will not be allowed during this time, so do not plan to use this location as an alternative rain site.

The current **Outdoor Amplified Music Policy** will be followed with each event being evaluated based on outdoor amplified needs.

### **Organizational Activities**

Organizational activities will need to practice the current physical distancing guidelines that are in place. Events such as dances and other things that typically involve close contact with people will be prohibited during this time.

### **Violations**

Student organizations that decide not to follow these guidelines will be contacted by the Dean of Students Office and will incur the consequences below. Consequences are subject to change based on each situation.

- **Violation 1-** warning, removal of next event
- **Violation 2-** University space may not be reserved for events, event probation, action plan to not continue future behavior
- **Violation 3-** removal of student organization’s status as a recognized student organization.

### **Reservable Space**

For a full list of available event space for Fall 2020 events/meetings and capacity, please check Cowbell Connect. All meetings must be limited to 30-45 minutes due to the demand of meeting rooms. If your organization needs a longer time to meet, virtual meetings are an option and are encouraged during this time. Events will be scheduled in 2-hour blocks (extensions available based on event’s mission needs, available space, and other events happening during the same time).

### **Large Scale/Traditional Events**

Large scale/traditional events can be hosted assuming appropriate physical distancing and spacing can be managed and controlled. Traditional events with crowds over 100 people that cannot move to a room that allows for appropriate physical distancing, as per guidance, will be prohibited.

### ***Intramural and Recreational Events***

Intramural and recreational events may occur, but should only include events that range from low to no contact, to hybrid events. All appropriate measures need to be taken to ensure that equipment used by participants is sanitized after each game, less time for playing of game, and less people involved during each individual game. Rooms where events are held should be limited to event participants only during each play period.

### ***Travel***

Travel in buses, vans, and vehicles that are owned, leased, or rented by MSU [using university funds], cannot exceed 50% capacity. All occupants and the driver must wear a face covering, unless the person is traveling alone.

Hotel room occupancy is limited to two people, regardless of the allowed occupancy for the room.

## **CONTRIBUTORS**

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## **MSSTATE.EDU/CORONAVIRUS**

### **IMPORTANT CORONAVIRUS INFORMATION LINKS**

Mississippi State University is closely monitoring news and information related to COVID-2019, the worldwide health concern known as coronavirus. MSU officials are in regular contact with the Mississippi Department of Health and other health officials to take all precautions to protect students, faculty and staff.

- [Academic Continuity for Faculty](#)
- [Academic Continuity for Students](#)
- [Continuity for Employees](#)
- [Continuity for Researchers](#)
- [Technology Continuity for Working Remotely](#)
- [Guidance for Exposure and Contact](#)
- [Coronavirus Resources](#)
- [Fall 2020 Planning Feedback](#)