



Registered Student Organization (RSO) COVID-19 Event Planning Checklist
 Updated as of February 19, 2021

POSITIVITY RATE THRESHOLDS

INDICATORS	LOWER RISK	MODERATE RISK	HIGH RISK
Percentage of RT-PCR tests that are positive during last 7 days from the university's Asymptomatic Testing Program	<5%	5% to <8%	≥8%
Positivity Rate of Lafayette County from MSDH for last 14 days (these tests are primarily in symptomatic people)	If positivity rate in Lafayette county is greater than or equal to 15%, activities will be postponed regardless of the positivity rate of the university's Asymptomatic Testing Program	If positivity rate in Lafayette county is greater than or equal to 15%, activities will be postponed regardless of the positivity rate of the university's Asymptomatic Testing Program	≥15%

All events MUST MEET these guidelines:

All activities regardless of venue (university-managed and non-university-managed) must meet these minimum requirements listed for the [current positivity rate threshold](#) (above).

- 1. SOCIAL DISTANCING:** Social distancing must be maintained at all times (indoors and outdoors).
- 2. CAPACITY:** Must adhere to COVID-19 capacity limitations and regulations currently in effect for that space or venue (consult current executive orders, city restrictions, etc.).
- 3. MASKS:** Cloth face coverings or masks required at all times except when actively drinking or eating (indoors and outdoors).
- 4. FOOD:**
 - **Lower Risk Requirement:** food allowed if served while seated and adhering to dining restrictions
 - **Moderate Risk Requirement:** food services grab and leave only.
- 5. EVENT MONITORS:** Minimum of three designated event monitors present—event monitors are designated by your organization and trained on all UM policies. [Sign up here.](#)
- 6. ATTENDEE LIST:** Attendee list provided to OMSU or FSL at least seven days in advance. Only current students and/or organization advisors will be allowed to attend.
- 7. REGISTRATION:** Activities must be registered in [ForUM](#). Activities prior to March 11 must be registered ASAP. Activities on or after March 11 must be registered 15 business days in advance.

NON-UNIVERSITY-MANAGED

VENUES: Additional requirements must be met for non-university-managed venues. See the [activities protocols and parameters](#) for full details as well as the chart below.



RSO Events and Activities – On-Campus

ACTIVITIES PROTOCOLS AND PARAMETERS

GATHERING TYPE	LOWER RISK REQUIREMENTS	MODERATE RISK REQUIREMENTS	HIGH RISK REQUIREMENTS
<p>All activities regardless of venue must meet the minimum requirements listed for the current positivity rate threshold.</p>	<p>Social Distancing required at all times</p>	<p>Social Distancing required at all times</p>	<p>Activities Postponed</p>
	<p>Must adhere to COVID capacity limitations and regulations currently in effect for that space or venue (executive orders, city restrictions, etc.)</p>	<p>Must adhere to COVID capacity limitations and regulations currently in effect for that space or venue (executive orders, city restrictions, etc.)</p>	
	<p>Masks required at all times except when actively drinking or eating *having a drink in hand does not permit no mask</p>	<p>Masks required at all times except when actively drinking or eating *having a drink in hand does not permit no mask</p>	
	<p>Food allowed if served while seated and adhering to dining restrictions</p>	<p>Food services Grab and Leave only *Food must be made available only at end of activity for attendees to grab and then leave the venue to discourage mingling</p>	
	<p>Minimum of 3 Designated Event Monitors present</p>	<p>Minimum of 3 Designated Event Monitors present</p>	
	<p>Attendee list provided to OMSU or FSL at least 7 days in advance</p>	<p>Attendee list provided to OMSU or FSL at least 7 days in advance</p>	
	<p>Activities must be registered in ForUM. Activities prior to March 11 must be registered seven days in advance. Activities on or after March 11 must be registered 15 business days in advance.</p>	<p>Activities must be registered in ForUM. Activities prior to March 11 must be registered seven days in advance. Activities on or after March 11 must be registered 15 business days in advance.</p>	



**RSO Events and Activities – Off-Campus
(including social activities and gatherings)**

<p>All activities in non-university-managed venues, must meet the minimum requirements listed above in addition to the following components listed for the current positivity rate threshold.</p>	<p>25% of attendees go through Asymptomatic Testing Program week of activity. If an outbreak is tied back to an event, the university may conduct additional testing.</p>	<p>50% of attendees go through Asymptomatic Testing Program week of activity. If an outbreak is tied back to an event, the university may conduct additional testing.</p>	<p>Activities Postponed</p>
	<p>Maximum attendees capped at 100 regardless of COVID capacity of space *Organizations can schedule up to two shifts of maximum attendee capacity as long as there is a detailed transition plan to allow for 30 minute gap between shifts</p>	<p>Maximum attendees capped at 50 regardless of COVID capacity of space *Organizations can schedule up to two shifts of maximum attendee capacity as long as there is a detailed transition plan to allow for 30 minute gap between shifts</p>	
	<p>Transportation should follow travel guidelines that include 50% bus capacity with masks required at all times. If group transportation is not provided, those riding in vehicles should travel only with those in their social pod. At this time, group travel outside Lafayette County is prohibited unless a waiver is obtained through the Event Registration process.</p>	<p>Transportation should follow travel guidelines that include 50% bus capacity with masks required at all times. If group transportation is not provided, those riding in vehicles should travel only with those in their social pod. At this time, group travel outside Lafayette County is prohibited unless a waiver is obtained through the Event Registration process.</p>	



Checklist for RSO's facilitating a COVID-19 Compliant Event:

The following applies to all events:

- ⇒ Appropriate room sets & physical distancing requirements identified.
- ⇒ Masks are required.
- ⇒ Provide masks to attendees who forget to bring a mask.
- ⇒ Provide masks & gloves to anyone working events.
- ⇒ Set up separate entrance & exit doors.
- ⇒ Release audience from the rows closest to the exit first, then row by row to minimize contact.
- ⇒ Create one-way aisles/hallway lanes when necessary.
- ⇒ Create contained space areas backstage & on stage for acts/people.
- ⇒ Clean musical/tech gear in between acts/speakers.
- ⇒ Clean rooms/equipment between sessions.
- ⇒ Minimize contact with ticket entry/credential pick-up by setting all items out for individual pick-up.
- ⇒ Clean equipment/tech surfaces between use.
- ⇒ Food service is permitted through low-risk or moderate-risk requirements based on positivity rate thresholds.
- ⇒ Add crowd control security/enforcement to reinforce physical distancing requirements.
- ⇒ Add language to ticket confirmation/FORUM RSVP to include procedures.
- ⇒ Communicate safety plan/expectations to attendees in advance.
- ⇒ Implement participant tracking through the FORUM.
- ⇒ Submit participant tracking information through the FORUM.
- ⇒ Provide virtual options for attendees who are unable to attend your event or activity.

Note that the current positivity rate is effective each Thursday once asymptomatic testing results have been collected for the week. Depending on positivity rate thresholds, events taking place could be postponed or suspended up until the day of the event.

Please have contingency plans for lower risk, moderate-risk and high-risk thresholds for your respective organizations.

For additional resources, visit: <https://union.olemiss.edu/event-registration/>