

Best Practices for Hosting Meetings/Tours/Events in Person

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About This Document

This document provides best practices for hosting meetings/tours/events in person as it relates to COVID-19 safety.

The University, as well as the College of Engineering, is working diligently to ensure students have a safe and engaging learning experience. OSA has developed these best practices to help ensure that this is possible. Please note that these best practices are subject to change as the health situation continues to develop. In addition, if at any time these best practices differ from the policies put forth by the State, City/County, or University, those policies supersede these guidelines and must be followed. For the most up to date information, please reference the University's [Maize and Blueprint](#).

All of these best practices are recommendations for University gatherings and the participation of guests outside of the University. Any state declaration in place supersedes these best practices. The purpose of these best practices is to provide methods to help keep our community healthy while engaging in in-person activities.

Please note that Student Affairs may implement best practices that are more conservative than the University and MDHHS orders.

For questions about the content of this document, please email coe-studentaffairs@umich.edu.

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Recruitment Visitors and Tours:

Visitors and Tours may be allowed under the consultation of the Director of Recruitment and Admissions prior to arranging tours and visits. All tours and visitation programs must adhere to the following best practices:

- Tours and visitation programs must be scheduled in advance.
- Until further notice, for **ORA Undergraduate Tours**, keep indoor groups under 50.
- All participants must follow the U-M Covid-19 requirements, including completion of the ResponsiBlue screening.
- It is preferable to keep the majority of the tour and programming outdoors versus indoors.
- If an indoor tour and/or visit is essential, you will need to ensure the facility meets public health requirements (signage, hand sanitizer, proper cleaning, etc.)

Events:

Offices should strive to plan events utilizing the best infection control practices for minimizing the potential for spread of Covid-19.

The following should be considered when planning an event:

- Smaller gatherings are preferable to larger gatherings.
- Outdoor events are preferable over indoor events.
- Generally, the UM COVID-19 Vaccine Policy does not apply to guests, visitors, or third parties. Certain circumstances may warrant requiring the vaccine as a condition of participation in an event, and it is important to fully understand the constraints around this and to obtain approvals for mandating this. If your unit is interested in requiring vaccinations for an event, you must work with your Executive Leadership and the Office of General Counsel to obtain approval and review this request. For student organizations looking to require this, please contact [Mariah Fiumara](#) for information on the approval process.
- All outdoor events, activities, and structures must be coordinated through [Facilities & Operations Outdoor Events](#) or the [Center for Campus Involvement if the activity occurs on the Diag or Grove](#).
- Keeping a log of names and contact information for attendees is helpful to aid in case investigation and contact tracing is needed.
- Masks are currently optional for most indoor spaces on campus, including offices, residence halls, and athletic events. Masks are required in classrooms and other instructional spaces during class time, in patient care areas, campus COVID-19 testing sites, and on campus buses.
- We recommend that event hosts check ResponsiBlue status for all non-UM participants. If your participants will be moving around the campus, we recommend having a method (stickers or wristbands) in place to show that their ResponsiBlue was checked when they check-in. If your event spans multiple days, then please have a different color for each day.
- Please review the section on serving food if that will be part of your event.
- When planning large events, consider using staggered sign up times to reduce density.
- Ensure that your event has the proper PPE, hand sanitizer, wipes, extra masks, etc.

Example Messaging to Guests:

Current COVID-19 Restrictions and Policies:

ResponsiBLUE Health Screening

All visitors are required to fill out the University of Michigan ResponsiBLUE Health Screening before coming to campus. You will be asked to show the result of your screening at tour check-in.

To fill out the screening:

- 1. Go to healthscreen.umich.edu*
- 2. Select “Use Guest Screening”*
- 3. Complete the screening check*
- 4. Have the final result ready on your phone to show to a University representative upon arrival to campus. You may also be asked to show the result at other locations during your time on campus. Because the app refreshes, we encourage you to screenshot your result for easy access.*

Face Coverings

Effective March 14, 2022, masking will be optional in most indoor spaces on campus, however, they are still required in UM classrooms during class time and on UM transportation. Insert statement regarding if masks will be required for your event depending on if it is taking place in these locations/during class time. For additional details please click [here](#).

For Students and Student Organizations

All organizations are expected to follow the guidelines as outlined in the spaces you will be utilizing. This includes following all signage and language in room reservation contracts. In addition, the following guidelines are recommended to ensure you are able to have as safe an event as possible.

- [Masks are required in all classrooms and instructional spaces during class time, patient care areas, U-M Covid-19 testing sites, and U-M buses.](#) This means that masks are now optional in classrooms and instructional spaces for student organization events/activities as long as they are not part of a class. Other university spaces are mask optional; however, in order to reduce the risk of spreading COVID, we recommend considering using face coverings at any event where large gatherings of individuals will be in close proximity. This includes events off campus or outside.
- There are special requirements for working with minors at this time. Please reach out to Kate Killewald (killewal@umich.edu) to receive approval for your event and to review requirements.
- Organizations should be checking ResponsiBlue of all Non-UM participants at events and checking UM members daily when traveling.
- Travel is currently allowed; however, due to the increased risk of transmission we recommend the following actions, especially when traveling internationally as the org could be stuck in a foreign country if anyone tests positive:
 - When having to become unmasked while traveling (i.e. eating, sleeping), please keep the number of individuals who spend time unmasked together low. For example, if your organization is taking a group of 30 students, group them into pods of 4-5 students who will eat or share the same rooms together. Otherwise, everyone should be masked when engaging with those outside their pods.
 - Wear a mask when engaging in any form of transportation.
 - Test 24-48 hours prior to departing. We also recommend testing twice upon returning from your trip, both upon returning and 5 days after.
 - All organizations must register their travel if they will be traveling overnight and out of state. Please reach out to **Mariah Fiumara** to register your travel.
 - If traveling for multiple days, and members will be staying in the same hotel room, we recommend reserving at least one additional hotel room in case individuals start to feel ill, so that they can self-isolate.
- If hosting events with individuals from various communities, such as numerous school districts, please try to keep those from the same areas together to limit potential spread.
- Authorized signers are responsible for ensuring the group is adhering to health and safety measures.
- All orgs must collect and keep accurate records of participation at in-person events/programs/meetings/travel and share this with UM officials when asked.
- All orgs must inform the University if the organization is alerted to possible COVID-19 exposure at an event/program/meeting. The first step in this process should be to notify OSA at coe-studentorgsupport@umich.edu. The University will then work with the group to determine contact tracing needs.
- ***Testing positive for COVID-19 mandates a self-isolation/quarantine period and organizations must not permit individuals that have tested positive for COVID-19 to join in-person events, programs, and meetings until those individuals have completed their self-isolation/quarantine period.***

For any questions or concerns about the impact of these best practices of your organization's work, or if your group is in need of additional resources to be able to function effectively in this environment, please reach out to Mariah Fiumara at mariahmo@umich.edu.

Food and Catering Advice (Everyone)

If you are a unit of OSA, prior to providing catering for any events, please check with an OSA leadership team member for approval.

- When possible, we recommend holding food till the end of an event and then allowing individuals to take the items with them to consume elsewhere. If food is being served in the middle of a day-long event, we recommend providing time for individuals to disburse to eat their food and then setting a time for everyone to regroup for the rest of the day's activities.
- Pre-portioned and pre-packaged/prepared items are preferable, such as boxed lunches or boxed salads.
Note: caterers can pre-package entrees that would normally be served on a buffet.
- Social distancing is preferable when eating, but if distancing is not feasible, groupings of individuals at 6 per table with distancing between tables is preferred over open seating.
- Food should only be consumed in areas outside of classrooms.
- Hand sanitizer must be available for all participants / servers.
- In general, disposable/single-use disposables are preferable.
- For more formal catering:
 - Plated, served meals are acceptable.
 - Buffets are permitted but utilizing a server to portion out food for each person is preferred over "self-serve." options. If self-serve is used, implement other controls to minimize potential for spread like use of sanitizer for each person, enhanced cleaning etc.
 - Utilizing individually packaged food/beverage items is preferred over self-serve food or beverage stations, such as a "build your own" salad bar or sundae bar.
 - Touch-free options for beverage stations or condiments are preferred over shared surfaces. Servers can also be used for this with individual packets being preferred over shared condiments/dispensers.
 - Catering items that increase contact between servers and guests are discouraged, such as action stations or hand-passed hors d'oeuvre.