

## DePaul Student Organization Events Protocol

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In alignment with the city's "Protecting Chicago" framework and the state's "Restore Illinois" guidelines, DePaul University has established protocol for on or off campus events and activities during Phase 4. **It is critical to note that this is subject to change due to modifications to current guidance from city or state officials or a shifting in phases.**

### **Event Update: 1/4- 1/17/2021**

- To align with the university's decision to have the first two weeks of classes full remote, in-person student organization on or off campus gatherings are prohibited during that time (January 4-17, 2021).

### **General Guidelines**

Student organizations are encouraged to continue to meet virtually to maximize accessibility for their members. Student Involvement has a number of resources to assist with creating virtual meeting agendas, facilitating icebreakers, and more

- In-Person Gatherings
  - All events, activities, and meetings planned by student organizations, whether on or off campus, must be registered through **DeHub** at least **10 business days** prior to the event.
  - All meeting attendees are required to wear masks and stay at least six feet apart from one another for the duration of their meeting or event.
  - If organizations decide to meet outdoors, attendees should still wear a mask, practice physical distancing and stay at least six feet apart from one another.
  - Singing and dancing groups will not be able to meet in the Student Center. These organizations are encouraged to meet virtually or outdoors and increase physical distancing.
- Training
  - Any student organization looking to have an in person meeting or event will be required to complete the Event Training for Student Organizations.
- Local Events & Travel
  - The Student Local Events & Travel Policy prohibits overnight events.
  - Please refer to the [travel order](#) issued by CDPH and communicate to all attendees that they may need to quarantine due to recent travel. States included will be updated every other Tuesday and in effect the following Friday.
- Communication
  - The student organization sponsoring the event will be responsible for communicating necessary requirements on health screening prior to coming to campus, social distancing, and face coverings to all attendees prior to the day of the event.
  - The organization must also maintain a list of attendees and contact information should it become necessary for contact tracing.
- Catering
  - As per the catering policy, university catering services must be used for all on-campus events.

### **Event Registration Overview and Requirements**

- All events, activities, and meetings planned by student organizations, whether **on or off campus**, must be registered through **DeHub** at least **10 business days** prior to the event.
  - Just because an event is submitted in DeHub does not mean that the event is approved. The event needs to be approved by the university and confirmation is sent via **DeHub** to the event requestor.
  - It is critical to note that event approval is subject to change due to modifications to current guidance from city or state officials or a shifting in phases.
- Student organizations will receive communication through **DeHub** within **3 business days** of their event request. Event requestors are required to have their DeHub notifications turned on.

- An on-campus room reservation request must be completed through **EMS** at least **10 business days** prior to the event.
- Student organizations may only host an in-person gathering once every 14 days.
- Events will be limited to a maximum of 3 hours.

### **Event Registration Process**

- Log into DeHub
- From your organization's dashboard, click Events and then click Create Event
- Complete the requested information
  - Remember, your event may require contacting and communicating with several different offices/departments on-campus. The earlier you submit your event, the more likely it is that any problems can be solved and your event can be approved.
  - Submitting incorrect or inaccurate information will delay your event registration process; be sure to include as many details as you can.
- The organization must also maintain a list of attendees and contact information should it become necessary for contact tracing.
  - As part of our In-Person Events Plan, student organizations are asked to conduct contactless event check in for events. Check out [this video](#) for instructions.

### **Student Organization Accountability**

- Student organizations will be held accountable for failure to register events or hosting events that have not been approved.
  - 1<sup>st</sup> offense: A written warning will be issued to the student organization's officers.
  - 2<sup>nd</sup> offense: The student organization will not be able to host an on or off campus event for a month (30 days), not including breaks and summer quarter.
  - 3<sup>rd</sup> offense: The student organization will not be able to host an on or off campus event for 10 weeks, not including breaks and summer quarter.

### **Protocol for Reporting Confirmed COVID-19 Cases or Exposure**

The university requires reporting of confirmed and suspected cases of COVID-19 and cases where people suspect they were exposed to COVID-19. DePaul receives information from many sources, including the Chicago Department of Public Health. Submitting this information through the #CampusClear app is not considered a report to the university. The reporting mechanisms shared below must be used.

#### Report New Cases or Exposure

All faculty, staff and students must inform the university if they have tested positive for COVID-19, received a COVID-19 diagnosis, they learn of a positive case of COVID-19 at DePaul or they believe they were exposed to COVID-19. This will allow the university to provide the resources and support people need, and also determine if others were exposed and may be at risk.

While many are working and learning remotely, these procedures are still important.

[Report a case of COVID-19 about yourself here.](#)

[Report a case of COVID-19 about someone else here.](#)

Cases also may be reported to DePaul at (773) 325-3300. A university contact tracer is available from 8 a.m. to 8 p.m., seven days a week.

To the extent possible, the university will protect the privacy and anonymity of those who test positive for COVID-19 and those who may have been exposed to COVID-19.

For more information on the Protocol for Reporting Confirmed COVID-19 Cases or Exposure, please click [here](#).