COVID-19 Resources for Student Organizations

Frequently Asked Questions:

Do I have to follow the guidelines presented to us by the university and local government?

- You do.
- If you are on campus or off, your organization is required to follow the rules, guidelines and expectations that we have set for student organizations.
- Failure to do so will result in students being reported to the Office of Students Rights and Responsibilities
- Haven’t had time to read the guidelines? Here is a link to watch a video reviewing the Org guide: [http://www.sfasu.edu/studentaffairs/103.asp](http://www.sfasu.edu/studentaffairs/103.asp)

Having an event on campus and expecting over 10 people?

- Per SFA guidelines you must work with the Office of Student Engagement or the facility director to determine the allowable amount of participants and required health and safety precautions.
- Email studentengagement@sfasu.edu for assistance.
- Spaces are limited on campus and it is strongly recommended that events should be held virtually until further guidance is provided.

Having an event off campus and expecting over 10 people?

- Per Texas orders you are to contact local government for approval.
- This INCLUDES your private property homes and buildings.
- We have contacted the city and county of Nacogdoches and they have requested that you send the following information for approval.
  - Email: recreation@nactx.us
  - Event Details:
    - Event Name
    - Event Purpose (what are you doing at the event)
    - Event Details (date, time and location)
    - Expected attendance
    - Health & Safety precautions

What if I have my event at a restaurant or bar?

- According to City of Nacogdoches, bars are to remain closed, all other hospitality related businesses must operate at 50% capacity. (please see attachment)
- Ideally the establishment will be following capacity and social distancing rules, but if they are not you are still required to.
- Work with the management to ensure that they are staying at their 50% capacity or lower and have spaced the tables and chairs out to allow for socially distancing?
  - General Rules at restaurants and bars
    - No more than 6 people at a table
    - Every other table is being used or tables are spaced out
- Masks must be worn to and from the tables, but are not required while eating and drinking at your table.

If we host an event what are precautions that we can take to minimize our risk of getting in trouble?

- Host events with 10 people or less
  - It is easier to manage this small group when asking to socially distance (spacing 6 ft apart) and wear masks.
- If approved to have more than 10 people, determine socially distanced seating for your space.
  - Know your occupancy: Reduce to 50% and set chairs up 6’ apart or skip two chairs between each person.
  - There should be 36 sq ft per person.
    - Measure the Length x Width of room= Square footage of room.
    - Now divide the square footage of the room by 36 square ft.
    - Use google, for example for 100’x25’ room: 2500 square feet divided by 36 square feet= 69.4 (In a space that is 2500sq ft. you can have 69 people)
- Take ATTENDANCE. Contact tracing representatives will most likely be contacting you for the information and you will need it readily available.

What if my organization hosts an event and no one is socially distanced and wearing masks?

- As representatives of your organization, student officers will be reported to the Office of Students Rights and Responsibilities
  - Imagine that you had an event with alcohol- it is the responsibility of the group’s leaders to manage the risks and keep students from drinking too much or underage.
- Suggestions:
  - Assign members of your organization to make rounds reminding groups to socially distance and to keep masks on.
  - Ask all non-compliant guests to leave
  - Follow the 8’s of Safety (www.sfasu.edu/organizations)

What if my event is held outside?

- Masks and socially distancing is STILL required.
- Groups over 10 must be approved.
  - On Campus: Complete an event notification form: http://www.sfasu.edu/studentaffairs/103.asp
  - Off Campus: Email recreation@nactx.us