

EKU RSO Room Reservation COVID-19 Plan

Phase 1:

EKU has a moratorium on space reservations through September 1st, 2020 for all campus indoor and outdoor locations. The moratorium also applies to requests for reserving spaces for the purpose of RSO information tables. During the moratorium, all RSOs are prohibited from holding in-person meetings/events at off-campus locations. RSOs/students found in violation of EKU, local, and state COVID-19 policies are subject to sanctions from EKU Student Life & First-Year Experience and/or Office of Student Conduct and Community Standards.

Phase 2:

Beginning September 1st, 2020, RSOs will be able to reserve limited rooms, with limited times and capacities, on campus. Times are from 6pm-7:30pm, Monday-Friday with no exceptions. No reoccurring meetings will be permitted.

While EKU is modifying the reservation process to allow small meetings, the moratorium will continue on tabling. All reservation requests must be made through the office of Student Life and First Year Experience. RSOs will not be able to request space through the following EKU departments: Housing & Residence Life, Conferencing & Events, Libraries, Campus Recreation, Multicultural Student Affairs or other campus departments/offices. RSOs are also prohibited from meeting or hosting events off-campus, as groups cannot be monitored for enforcement of local, state, and EKU guidelines.

Spaces available to use, with capacities:

- Powell Student Center:
 - Room 108, capacity of 26
 - Room 201, capacity of 21
 - Room 202, capacity of 21
 - Room 203, capacity of 21
 - Room 204, capacity of 25
 - Room 212, capacity of 16
 - Room 213, capacity of 16
 - Room 219, capacity of 50
 - Room 220, capacity of 16
 - Room 224, capacity of 16
 - Room 225, capacity of 16
- Auditoriums
 - Combs Grise, capacity of 50
 - Combs Ferrel, capacity of 50
 - Whitlock O'Donnell, capacity of 50
 - Wallace 147, capacity of 50
 - Wallace 149, capacity of 50

Furniture cannot be moved or rearranged in any capacity. Student Life & First Year Experience staff will be checking rooms before, during, and after each RSO's meeting.

Meetings will be monitored by Student Life & First-Year Experience staff to ensure capacity is not exceeded, social distancing/mask policies are followed, and furniture is not moved. RSO's are responsible for maintaining capacity, social distancing, and mask wearing in their meeting. RSO's are responsible for following campus reporting if a participant demonstrates any COVID symptoms.

If a participant develops or displays symptoms at the event, respectfully ask them to leave and self-report. The group must report this to the building/event manager.

RSO's should have adequate supplies to support healthy hygiene behaviors. This includes soap, hand sanitizer with at least 60 percent alcohol (for those who can safely use hand sanitizer), tissues, extra masks for participants, and no-touch trash cans. Regular hand washing is important.

No food or drink is permitted inside any meeting space.

RSOs/students found in violation of ECU, local, and state COVID-19 policies are subject to sanctions from ECU Student Life & First-Year Experience and/or Office of Student Conduct and Community Standards.

RSOs will be required to collect and submit a list of all participants in attendance immediately following the event or meeting. This list must include name (legal), phone number, and ECU email for all participants. A digital form will be sent with the reservation confirmation to the requestor. This must be emailed to rsoreservations@ecu.edu.

Reservations are subject to cancellation depending on updated COVID-19 guidelines. The event requestor will be contacted in the event your reservation is cancelled.

Given the fluidity of the COVID-19 pandemic, the university strongly recommends developing a contingency plan for the event in case it must be cancelled on short notice. The university will modify these requirements as additional guidance is given by local and state health agencies, and the CDC.