



VOLUNTEER EVENT GUIDELINES: COVID-19

While many communities across the country have begun reopening businesses for public access amid the COVID19 pandemic, the UofSC Alumni Association encourages volunteer groups to continue hosting virtual events when possible. **However, effective July 1, should an affinity group or club decide to host an in-person event, the alumni association has event guidelines that are expected to be followed in the interest of the health and safety of all Gamecocks.** Should a volunteer group not adhere to these expectations, the chair could face termination. Please work with your staff liaison when planning events.

EVENT CONSIDERATIONS:

- Could the event be hosted via Zoom rather than in-person? If yes, contact your staff liaison to get started.
- If not, identify a commercial venue with ample space and work with venue to determine their health and safety protocols (look for outdoor space when possible).
- No events are to be held in private homes.
- Alumni Association staff will not be in attendance for any in-person events for the remainder of 2020 due to a travel ban, so work with your staff liaison to ensure that all event guidelines are met.

ALUMNI ASSOCIATION EVENT GUIDELINES:

- ***Adhere to guidelines established in your city and state and promote these prior to event. Follow venue guidelines around capacity (venues have new capacity regulations that take into account social distancing).***
- Promote messages that discourage people who are sick from attending event.
- No person-to-person contact (i.e., handshakes), try a “spurs up” greeting instead!
- Ensure hand sanitizer is readily available.
- Practice social distancing by maintaining at least 6-foot distance between attendees when possible.
- Encourage attendees to cover mouth and nose with a mask or protective cloth to protect others in case infected.
- No common food source should be served (potlucks, shared appetizers, etc.). Each person should have their own food (boxed meal, cafeteria style serving on a plate, manned station).

These guidelines may change as additional best practices around events and gatherings during COVID-19 become available.