



NORTHERN MICHIGAN
UNIVERSITY

CENTER FOR STUDENT ENRICHMENT
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MEMORANDUM

TO: NMU STUDENT ORGANIZATIONS

FROM: THE CENTER FOR STUDENT ENRICHMENT (CSE)

SUBJECT: WINTER 2021 ORGANIZATION SOCIAL DISTANCING & SAFETY UPDATES

The information outlined in this memo must be followed by organizations registered for the 2020-2021 academic year. **Please note that the information contained in this document is accurate at the time of its release and is subject to change at any time.**

1. **In-person Meetings/Tabling/Events:** Virtual meetings and events are encouraged for the winter 2021 semester.
 - In-person meetings are strongly discouraged the first two-weeks of school for the winter 2021 semester. Room reservation and tabling requests taking place between 1/18/2021 to 1/29/2021 will not be approved by the CSE. Virtual meetings are recommended during this time frame in order to reduce social interaction between students outside of in-person classes and also due to the academic classroom schedule not being finalized. You may submit a room reservation request at any time on The Hub NMU.
 - All reservations are subject to cancellation should the CSE deem the COVID-19 pandemic situation un-safe to continue in-person tabling, meetings, or events.

- Northern Center & Event Services reservations and catering requests are subject to the health and safety mandates and guidelines issued by Northern Michigan University, the State of Michigan and Centers for Disease Control. These may include factors that reduce capacity or prevent their ability to provide event services at any time.
2. **Event Posters:** Student organizations are allowed to have posters in designated posting areas this semester. Due to the reduced traffic on campus, it is recommended that organizations reduce their number of postings and review the [posting locations](#).
 3. **Mandatory Attendance Lists:** All in-person meetings and events must track attendance. Required information includes:
 - Date and time of event/meeting
 - Full name
 - Email
 - Phone number
 - City and state of residence

Attendance must be kept on file for a minimum of 30 days. These lists will be used in the case that contact tracing is initiated by the health department. A sign-in template is accessible on the CSE student organization policies page.

- It is encouraged that you use The Hub NMU to track attendance for organization meetings. Register your meeting as an event to use this feature.
- You may contact NMU ticketing for events that will include community members.

4. **Meeting Room Requests:** Organizations are allowed to schedule in-person meetings as long as social distancing guidelines, precautions and room capacities are followed. Any meeting room request with the expected attendance of over 18 people must complete the COVID Event Approval Form after submitting their event request on The Hub NMU. *The exception to this will be any requests for the Northern Center. The Northern Center requires that any requests in the building have the form completed regardless of group size.* Organization leadership must communicate with the director of the CSE to ensure all safety measures are being followed before their meeting will be approved.
- **Virtual Options:** Due to reduced room capacities, the CSE is expecting a room shortage or limitations for groups. Please consider offering your meetings in a hybrid format or moving them to a virtual meeting.
 - **Maintaining Meeting Room Reservations:** If it is found that room capacities are not being followed or that room reservations are not being used during the scheduled meeting time then it is at the discretion of the CSE to cancel any remaining room reservations.
 - **Room Capacities:** Room capacities for the Winter semester have been set at 25% of their previous capacity. Please note that most rooms will hold up to 18 people.
5. **Event Requests:** Event requests will be evaluated for safety by the CSE. Event leadership must complete the COVID Event Approval Form after submitting their event request on The Hub NMU. Event leadership must communicate with the

director of the CSE to ensure all safety measures are being followed before their event will be approved.

6. **Non-University Members**

- **Community Advisors:** Community advisors who plan to meet with their organization in person must complete a COVID-19 test. Please contact the CSE for more information.
- **Community Organization Members:** Any organization members who are not university students or staff are considered visitors. The University has passed a set of pandemic visitor protocols. No visitors are permitted into NMU living and classroom areas. Virtual connections with people are encouraged for the fall semester.

7. **Organization Internal Events & Member Recruitment:** Socials and membership recruitment events are encouraged to be completed outdoors. Please ensure that member recruitment events take into consideration proper social distancing.

8. **Tabling:** Tabling is allowed on campus. All tabling activities must be approved by the CSE through the Event Request Form.

- Organizations are allowed a maximum of two members present at the table at a time. If it is found that organizations are not following social distancing protocol, they may have their tabling privileges revoked. Indoor tabling reservations will be limited to 2 times a month or 6 times a semester.
- Jamrich Ticket Booth: Reservation in this area will not be allowed this semester.

- Jamrich: Two tables in the lounge area on the first floor will be designated a tabling space. Reservations will be required through the Event Request Form.
 - Library first floor: Tabling will be allowed and requests will be approved through the Event Request Form.
 - Academic Mall: Outside tabling is encouraged; tables and chairs will not be provided due to sanitary conditions. Tables cannot be in the entryway of a building. Reservations will be required through the Event Request Form.
 - Jacobetti: Tabling is allowed in the atrium. Reservations will be required through the Event Request Form.
9. **Bake/Fundraising Sales:** Fundraising and bake sales will be allowed this semester and must be approved through the Event Request Form. The following guidelines must be followed when conducting a fundraiser or bake sales:
- Bake Sales: Only store bought individually packaged food is allowed to be sold.
 - Pepsi Products: Pepsi Beverage Company is the exclusive beverage provider on the campus of Northern Michigan University; all beverage distributed, marketed and/or advertised must be from the Pepsi Beverage Company.