Meeting & Event Policies for Recognized Student Organizations and University Departments during COVID-19 Reopening Phase Two

The following policies apply to all in-person, on or off campus Recognized Student Organization (RSO) and university department meetings or events. These policies are based upon guidelines mandated by the City of New Orleans and the State of Louisiana.

Please note: a meeting is defined as a closed gathering for members only; an event is defined as a gathering that meets any of the following criteria: is open to people outside of the RSO or department, includes alcohol, is held off-campus, is sponsored by more than one RSO, or is co-sponsored with a department.

- Maximum gathering size for meetings or events is 25 individuals indoors and 50 individuals outdoors. Should the city or state guidelines change, the University will review the maximum gathering size to determine whether a modification is appropriate.
- Meetings or events must take place in a space that allows for 6ft social distancing and does not exceed 50% occupancy as defined by the state fire marshal.
- Individuals must be able to maintain 6ft social distance.
- Seating must allow for 6ft social distance between unrelated individuals.
- Group seating must be limited to a maximum of 10 individuals who reside together in a household.
- No loitering is allowed while attendees are entering, exiting, or moving about.
- Attendance must be tracked with a record maintained for at least 21 days following an event. WaveSync should be used to track attendance whenever possible.
- No self-serve food or buffets. All food must be individually pre-packaged. If meeting or event is held on campus, it must comply with university catering guidelines.
- Any vendors included as part of a meeting or event (i.e. speaker, performer) must comply with university vendor policy.
- Meeting or event attendees must be Tulane affiliates (students, faculty, staff).

In addition to the above requirements for all meetings or events, the following applies to indoor events held on or off campus:

- No more than 25 individuals may attend.
- Events must be registered at least 3 weeks in advance in WaveSync.
- Event must be controlled by invitations, ticket sales, or reservations.
- Face coverings are required.
- No live entertainment.
- Line queues must be managed to maintain 6ft distance between individuals standing in line.
- One safety control officer per 50 attendees.
In addition to the above requirements for all meetings or events, the following applies to outdoor events held on or off campus:

- No more than 50 individuals may attend.
- Events must be registered at least 3 weeks in advance in WaveSync
- Event must be controlled by invitations, ticket sales or reservations
- Event space must be controlled by stanchions, temporary fencing, etc. with designated entrance and exit areas
- Records of all attendees must be maintained for at least 21 days
- Face coverings are required
- Assigned seating is required if there is a stage
- Space must allow for 6ft social distancing
- Live entertainment with special event permit only
  - This involves a rigorous permitting process with the City of New Orleans. If you are interested in hosting an event with live entertainment, contact Greg Feiling (student organization events) or Jenn Thelen (department events) to review permitting process.
- Line queues must be managed to maintain 6ft distance between individuals standing in line
- One safety control officer per 50 attendees.

The following applies to club sport/physical activities:

- Only non-contact outdoor sports including sailing, canoeing, running, biking, lap swimming, tennis, golf, archery, curling, volleyball, softball and baseball.
- Spectator seating shall maintain 6ft distance between individuals
- No physical contact between coaches and players
- Coaches must wear face coverings during all practices
- All club sports should refer to the Campus Recreation Program Resumption Guidelines for additional requirements.

The following applies to vocal performance activities:

- Rehearsals and performances must be conducted in an outdoor location
- Performers and conductors/directors shall maintain a minimum of 13ft distance between one another at all times.

The following applies to RSO travel:

- Only local travel (defined as within 40 miles of the Uptown Campus) is permitted
- Travel that includes an overnight stay is prohibited.