

Dear Alumni Group Leaders:

Thank you for your continued efforts to help keep Buckeyes connected and engaged throughout the world. Our Regional Engagement and Society Liaisons are here to support and guide your efforts with continued virtual programming and alternative fundraising ideas. Together, we will advance forward with stronger ties and new ways to stay connected!

Go Buckeyes!



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FUTURE EVENT GUIDELINES

Per information shared by Provost Bruce McPheron and Executive Vice President, Chancellor of Health Affairs, of the Wexner Medical Center Harold Paz, “virtual events should continue to be conducted when feasible as the health and safety of our community remain our top priority.”

If an event must happen in person, the following will need to take place:

- Club/Society leaders must have conversations with their REO or Society Liaison to share what experience the group is trying to create, and why the event cannot be a virtual experience
- Club/Society leaders must have information ready to share with REO or Society Liaison about potential venue’s capability to maintain guidelines and club/society’s plan on how they will follow guidance shared below



THE OHIO STATE UNIVERSITY

ALUMNI ASSOCIATION

EVENT SIZE AND ATTENDEES

Events and meetings should follow Ohio State's practices and guidance unless there is more restrictive guidance given at the state or local level. Maximum attendance guidelines must reflect the ability to maintain social distancing between parties.

- In-person events/meetings cannot exceed 50 individuals while maintaining 6 feet of social distancing
 - For example, you need approximately 3,000 sq. ft. of space to host 25 people (CDC guidelines equate to 113 square feet, per-person)
- All attendees must wear face masks/coverings whether inside or outside
- Advanced registration and a check in process are required for all events
 - Registration must include capturing all attendees' phone numbers and email addresses in the case that contact tracing must be completed.
- Prior to the event, regulations must be shared with potential attendees in writing, including the wearing of face masks, social distancing, and attendance caps

VENUE LOGISTICS

The event venue must commit and be able to meet the size and social distancing guidelines mentioned above. The following must happen:

- Venue employees must practice accepted safety guidance, including face masks/coverings
- Venue and alumni group leaders, and attendees must follow social distancing standards (maintain 6')
- Venue to ensure hand sanitizer and sinks with soap are readily accessible
- Catering staff must ensure that food is not provided via buffets, passed foods, potlucks, etc.
- Venue staff must display CDC signage at check-in and throughout venue

STUDENT ENGAGEMENT

- For the foreseeable future, clubs/societies may not host in person events with students in attendance.
- * Virtual events with students are allowed to take place.