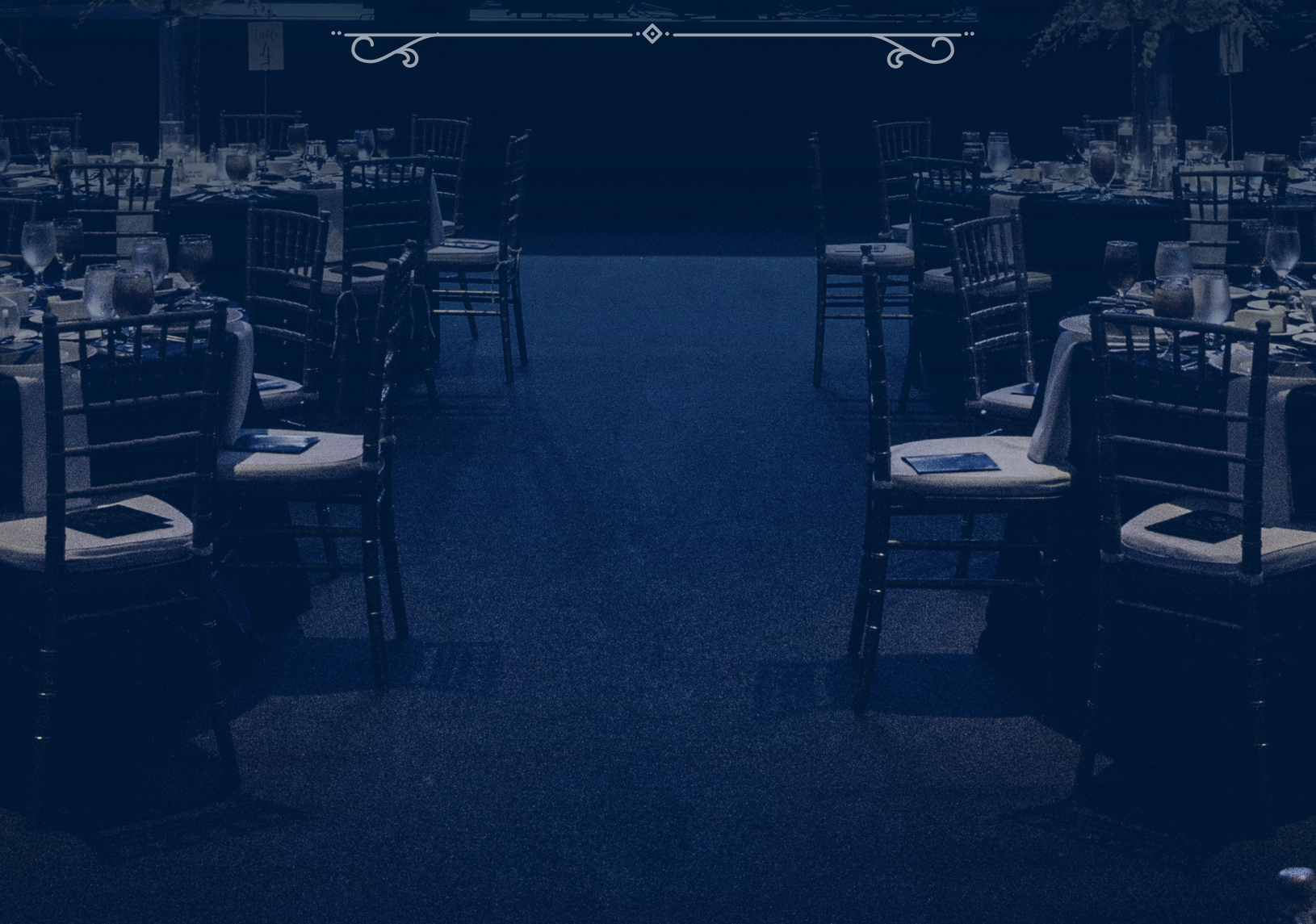


THE DEPARTMENT OF
EVENTS & VISITOR SERVICES

POLICIES & PROCEDURES

COVID-19 UPDATES



COVID-19 Impact Statement

During this unprecedented time, Jackson State University must navigate through uncharted territory and adapt to emerging policies and procedures. The Department of Events and Visitor Services is currently examining new ways to bring innovative and exemplary services and memorable experiences and outstanding events to the internal and external audiences during the pandemic. As the university implements new ways to deliver educational, social, and administrative procedures to students, faculty, and staff, each department reviews its current event or activity structure.

As we forge ahead, the Department of Events and Visitor Services is analyzing several creative practices to implement. First, the department is looking at ways to revamp the university's building capacity to offer a plan for the function of spaces based on social distancing. As our community begins to integrate back to in-person gatherings, we will adhere to the Centers for Disease Control and Prevention guidelines.

Secondly, the department has drafted innovative proposals for major university events such as Fall Faculty Staff Seminar, New Student Convocation, and the Mister and Miss JSU Coronation. The recommendations have interwoven virtual and other technological aspects into a format that speaks to a new and exciting event lifestyle. Additionally, other components such as budget costs and impact of attendees have been included in the proposals.

Thirdly, our department will host a Zoom meeting with all university event organizers to discuss best practices on how to plan successful events based on CDC guidelines.

Lastly, our technical support specialist is staying current with possible technological trends taking over our new societal standards. The latest technological trends include new meeting software, and any other items needed to host virtual events and meetings successfully.

Overall, the Department of Events and Visitor Services is well prepared, organized, and ready to embark on a new virtual journey. We have a technologically-savvy and creatively-positioned team to propose and execute new ways to host meetings or events of all sizes. We serve as the epicenter in technologically linking departments to achieve university-wide and external events. As we continue to adapt to an ever-changing world and cope with new standards, we must continue to work in concert to make our university events effective, successful, and memorable.

COVID-19 Guidelines and Policies for University Activities and Events *(Effective July 2020)*

During this unprecedented time, it is vital that Jackson State University navigate through uncharted territory and adapt to emerging policies and procedures. As the university implements new ways to bring educational, social and administrative procedures to students, faculty and staff, it is also highly important that each department changes its way of delivering services. As our community begins to slowly integrate back to normal societal standards, we will have to stay in compliance with CDC protocols.

As an added safety measure, the following policies will be implemented to protect the staff, faculty, students and community-at-large who participate in or host Jackson State University activities on campus:

- All non-academic activities or events will be restricted during the fall semester, due to the high volume of participation anticipated with these events. The restriction includes activities or events that are not related to an academic class or grade requirement.
- All academic activities hosted outside a classroom space will undergo a review and approval process. The academic activity must follow the University's COVID-19 Task Force guidelines, CDC guidelines and state and city policies. Final details provided by the event organizer will also be utilized to determine approval. Academic activities include, but are not limited to the following: ACT testing, English Proficiency Exams and Commencement.
- In an effort to further decrease transmission of the virus, all University departments and organizations meetings will be held virtually.
- No external organizations, groups, and/or individuals will be permitted to host non-academic activities or events on the University campus. These activities include, but is not limited to alumni chapter meetings, graduate chapter organizations, banquets, luncheons, etc.

The mission of Jackson State University is to place the health and safety of our dedicated staff, faculty and students as top priority. As circumstances regarding the virus remain fluid and ever-changing, we emphasize that the aforementioned policies are projected for the Fall 2020 Semester only, and that we will continue to monitor CDC guidelines and adhere to the University's COVID-19 Task Force recommendations for the Spring 2020 Semester. Although the physical presence and interaction that serve as the epicenter of events, has temporarily diminished, the true essence remain intact – innovation, adaptation, and the determination to forge ahead.

Frequently Asked Questions

- Will university events resume during the spring 2020 Semester?
 - At this time, we currently look to host events for the spring semester. However, a final decision will be made based on the current status of COVID-19 and CDC guidelines.
- I have a university event that usually takes place in the fall semester. If I would like to postpone this event to the spring semester, when can I begin the reservation process through the EMS System?
 - The EMS system is currently open and events for spring 2021 may be placed in the system at this time. Please note that all events are placed on hold until we know the status of COVID-19 and DCD guideline going forth.
- If events resume during the spring semester, will the university provide PPE or will the event organizer be responsible for those items?
 - The University will provide PPE for University hosted events. Individual departments, organizations will need to include PPE supplies in their budgets.
- Are campus tours canceled?
 - Campus tours are handled through Undergraduate Recruitment, please contact their office.
- Are fitness centers facilities available for use?
 - Please contact the Walter Payton Center at 601.979.1368.
- Will the Student Center game room be closed?
 - The game room will be open with specific hours and limited capacity.
- What qualifies as a university sponsored event?
 - University sponsored events include Founder's Day, Commencement and any other event deemed by the President's office
- Are there any exceptions to the general event cancellation?
 - No at this time.
- Are outdoor events affected?
 - Yes, all events have been canceled at this time.
- Who should I contact for additional event related questions?
 - Please contact the Department of Events and Visitor Services at 601.979.0883
- I've scheduled a meeting in a campus building. Can I proceed?
 - No, all meetings should be held virtually via Zoom, Google Meets, etc. during fall 2020 semester
- Is food permitted at approved events such as buffet options?
 - No events are approved at this time. When events return, food is acceptable. Please contact Sodexo regarding all food needs.

- I have paid for an event, how do I receive a refund?
 - Please contact your assigned Event Coordinator regarding our refund policy



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