



COVID-19 Student Engagement and Management Guide

Table of Contents

- Meetings..... 3**
 - Connect through Video, Voice, and Chat..... 3
 - Engaging Membership and Team Building..... 3
 - Meeting in Person..... 4
- Events..... 4**
 - Hosting Virtual Events..... 5
 - Hosting Events in Person 5
- Reporting Exposure..... 6**
- Elections 6**
- Officer Transition..... 6**
- Annual Re-Registration 7**
- EMPOWER Workshops..... 7**
- Trainings and Resources 7**
 - BraveConnect Training..... 7
 - Additional Support..... 7

As the University continues to move forward with planning during Coronavirus, Campus Engagement and Leadership (CEL) would like to provide support for student organizations to continue operating under guidelines set by the CDC, state and local authorities. As you browse this guide, please keep in mind that you may email cel@uncp.edu with any questions you might have about continuing operations.

Meetings

As social distancing measures continue, we encourage you to think of new and creative ways to hold meetings to keep your executive team and members engaged. Holding meetings for your general body, executive team, or for special groups and committees could be of value during this time. As we begin to discuss reopening campus, please note that students should always follow written regulations set by [UNCP](#), [North Carolina state officials](#) and the [CDC](#) - using the lowest maximum capacity between any three of the set regulations.

Below you will find some resources and recommendations to continue meeting in a virtual, physical and/or hybrid format:

[What It Takes to Run a Great Virtual Meeting \(Harvard Business Review\)](#)

Connect through Video, Voice, and Chat

Find ways to connect with your executive team and general members through web-based video conferencing and online chat platforms and applications. The university provides ready-to-use resources that can help you and your organization stay organized and meet online:

[Webex](#) - Recommended web conferencing tool that also allows for phone dial-in options

[Microsoft Teams](#) - Team messaging with the ability to securely and collaboratively edit and organize files. Microsoft Teams has the ability to create channels for separate committees or working groups.

[G Suite](#) - Gives you access to Google Drive which you can organize, share, and edit documents collaboratively. For additional G Suite support please visit the [G Suite Learning Center](#).

Engaging Membership and Team Building

Personal connections are more difficult to manage with social distancing measures in place, so it is critical to think creatively about how to engage members and build team dynamics. It is very important to keep up morale of the group and to continue engaging members in ways that is beneficial to them and the organization. Here are a few options to get you started:

- **Instagram Takeovers:** Assign a member of your organization's leadership or general member a day of the week to log in and take over your organization's account and recap "a day in the life of _____". Tip: Reset your password once you have completed one person's takeover to prevent them from posting again or have someone manage the account who is controlling the content for the day.
- **Tik Tok:** Tik Tok provides lots of new challenges that you or anyone in your organization can re-create. Feeling inventive? Create your own challenge and let us know when it goes viral.
- **General Q&A:** Social media is a great way to connect with members and non-members of your organization. Expand your social media presence for an opportunity for others to ask questions and get to know what your organization is all about.

- **Story-Telling:** Share pictures and videos that show what events and initiatives you accomplished this year. Share stories, accomplishments, and awards that your organization, individual members, or advisor(s) obtained this year.
- **Virtual Ice Breakers:** Ice breakers are an opportunity for your organization's leadership to get to know members of the organization and vice versa. For more information about virtual ice breaks, visit this resource on [Virtual Ice Breakers \(MindTools\)](#).

Meeting in Person

If your organization uses any reservable space on campus to meet, limit the occupancy to the recommended maximum capacity listed on the Facilities Reservation System (FRS) and adhere to the University's procedures for sanitizing and disinfecting. Disinfect commonly touched surfaces, personal items, and workspaces including, but not limited to: computer, keyboard, mouse, door handles, doorknobs, faucet handles, light switches, phones, tables, desks, countertops, tools, and other shared equipment. UNCP's Facilities Operations has been actively cleaning and disinfecting all campus buildings and offices, and will continue to engage in enhanced cleaning efforts. When meeting, follow the University's guidelines for social distancing and mandate for wearing a face mask.

The following sanitation measures are being made across campus:

- Hand sanitizer has been made available at entrances to all buildings, in most office common areas, classrooms and dining halls.
- Disposable wipes will be available in all bathrooms, classrooms and other shared facilities for wiping down surfaces touched before and after every use.
- Protective shields or barriers will be installed in most high-traffic customer-service facing areas.
- Masks will be made available for students, faculty and staff.

If you have any questions about protective and preventative measures, contact the Office for Environmental Health and Safety at safety@uncp.edu or by phone at 910.521.6792.

Events

The CEL staff knows and understands the difficulty of planning an event virtually that was originally planned to be face-to-face. As students start to come back to campus, it is now even more important to find new ways to engage them through event planning. Events will always follow written regulations set by [UNCP](#), [North Carolina state officials](#) and the [CDC](#) - using the lowest maximum capacity between any three of the set regulations.

When planning and implementing your event be sure to utilize [BraveConnect](#). BraveConnect is UNCP's student organization and department hub to advertise each organization, events, and track attendance, which in turn helps gather data to measure engagement and needs of the campus. Review the following steps:

1. [Create a new event in your organization.](#)
2. [Track event participation.](#) We do not currently have the ability to track attendance on mobile.
 - a. You may notice that when you go to find the access code, there is a new Attendance URL in which you can send to anyone attending your event to mark as attended (see pg. 6).
3. [Report your event for the SOLD Process.](#) Know whether to designate your event as a [collaborative or on-campus event](#).

EVENT ATTENDANCE

[TRACK](#)[INVITATIONS &](#)**29**

Invitees

34

Attended

0

Absent

0

Excused

ACCESS CODE

NYE4YX9

[COPY](#)[Click here to visit the Swipe URL and enter this code](#)**NEW!**<https://uncp.campuslabs.com/engage>[COPY](#)*Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.*

ATTENDANCE URL

Tip: Use this attendance URL in the chat box of your Webex meeting or other virtual platform to have students sign in to collect attendees. Also, have students RSVP to your event on BraveConnect to receive the link for your event. This will help you collect names of potential participants in case they don't use the attendance URL. Also record your Webex, once finished you can access a list of attendees.

Hosting Virtual Events

If the estimated attendance for an event that you are planning surpasses the maximum for in-person meetings/events set by the standards above, you will need to host that event in a virtual or hybrid format.

According to a Google search, hybrid means "a thing made by combining two different elements; a mixture". A hybrid event would consist of combining two different methods to hold an event: in-person AND virtual (much like a hybrid academic course). The University provides many spaces on campus that allow for in-person interaction (while social distancing) and a use of [integrated technology](#) that will allow for a seamless in-person and virtual presence.

Considerations to take while hosting meetings and events virtually should include the following:

- [Information Security](#)
- [Accommodating Students with Disabilities](#)
- [Closed Captioning](#)
 - [Webex Closed Captions](#)
 - [Microsoft Teams Live Captions and Subtitles](#)
 - [Microsoft Stream Closed Captions](#)
 - [YouTube Subtitles & Closed Captions](#)
- [Peer-to-Peer \(P2P\) File Sharing](#)

Hosting Events in Person

If your organization uses any reservable space on campus to host an event, limit the occupancy to the recommended maximum capacity listed on the Facilities Reservation System (FRS) and adhere to the University's procedures for face masks, social distancing, sanitizing, and disinfecting. Disinfect commonly touched surfaces, personal items, and workspaces to include, but not limited to: computer, keyboard, mouse, door handles, doorknobs, faucet handles, light switches, phones, tables, desks, countertops, tools, and other shared equipment.

When hosting an event, follow these guidelines for maximum preventative care:

- Clearly publicize maximum occupancy and use the RSVP feature on BraveConnect to limit and monitor potential attendance.
- Use directional signage to promote one-way traffic.
- Create signage that reinforces social distancing messages (stand here, do not sit here, etc.)
- Keep sanitizing and disinfecting products handy to clean areas between patrons.
- Consider having spare masks available.
- Create a barrier at your check-in station between attendants and attendees.
- When presenting, choose one person to click through slides versus sharing a slide advancer.
- If gathering in large groups, consider safety measures such as checking temperatures at the door, enforcing the wearing of face masks, using hand sanitizer often, and other precautionary measures.
- Refrain from hosting events off-campus as to prevent potential spread from spaces that are not properly equipped or cleaned.

Reporting Exposure

It is important to take precautionary measures to reduce the risk of exposing yourself and others to Coronavirus. If you feel sick or are experiencing symptoms of Coronavirus, consult a doctor and stay home. If you, someone in your organization, and/or an attendee of an event (that you know of) tests positive for Coronavirus, follow the requested protocol of reporting for campus by completing the Student Health Survey on Braveweb. Information obtained will only be used by Student Health Services and a small task force established to respond to COVID-19 on campus and identify the appropriate health and safety support needed. Completion of the survey is entirely voluntary but highly recommended. To access the survey, log into Braveweb, and go to the Online Form Center. If comfortable, we suggest that you contact people you might have exposed so they can respond appropriately and in a timely manner. As leaders of your organization, you have an ethical obligation to protect the health and safety of your members.

Elections

You can set up a virtual election process on BraveConnect by utilizing the Elections feature on the organization's page. For more information about the elections feature, visit the [Creating an Organization Election](#) support page. This support page will help you navigate creating ballots and adding elected positions. Review your constitution's elections process and that you are following procedure. Update your BraveConnect organization roster to reflect your current membership. This will determine who receives a voting ballot and minimizes potential issues. **Tip:** Do a test run first to be sure that you become familiar with the process and how to find reports of the election results. Share the election results with your group virtually (social media, email, etc.).

Officer Transition

As your organization elects new leadership, think about how the organization can facilitate a successful transition virtually. Your advisor should play a part in helping create a plan for transitioning positions. Once you have transitioned leadership, do not forget to change the roles on BraveConnect. **Tip:** Some organizations create a position-elect to help with ease of transition on BraveConnect to help train new leaders in their incoming role.

Annual Re-Registration

Annual Re-Registration happens at various times for varying organization types. To know when your re-registration period begins, reference the [Student Organization Handbook](#).

For more information on how to re-register your organization, visit the [Re-registering your Organization](#) support page. Keep in mind that in order to keep your organization active, you must re-register your organization and have two members complete the EMPOWER workshops.

EMPOWER Workshops

This year, Campus Engagement and Leadership is working to create a virtual version of EMPOWER to further enforce social distancing practices. We plan to provide these workshops in the form of a classroom curriculum where you will watch short video trainings and respond to quizzes to ensure that learning is happening. These workshops will be required to be completed by the president of each organization, along with one additional member of the organization's leadership team. If you will need accommodations for these workshops, please contact Kyle Levine at kyle.levine@uncp.edu.

Trainings and Resources

BraveConnect Training

This [Intro to Engage](#) training provides a broad overview of how to use the features within each organization's BraveConnect page that will be vital to the continuation of organizations on campus. This 30-minute session will provide you the understanding of how to utilize your organization's BraveConnect profile to manage your presence.

Additional Support



Kyle Levine

Assistant Director for Student Organization Development
Campus Engagement and Leadership | cel@uncp.edu
kyle.levine@uncp.edu | 910.521.6482