**Co-Curricular Activity Restart Advisory Group
Guidelines for Fall 2021 Student-Led Orientation Events**

*Questions regarding in-person graduate and professional student orientation events can be submitted to**eventsanction@queensu.ca**. Questions regarding in-person undergraduate student orientation events can be submitted via the ORT question submission form.*

The transition to on-campus activities in fall 2021 presents a significant adjustment for the university community and Queen’s main priority is the successful return of in-person academic activities. As such, the following planning principles for fall 2021 student-led orientation events have been developed:

**Summary**

* The majority of student-led undergraduate and graduate and professional orientation activities will be delivered remotely, with some opportunities to pilot limited in-person activities. Orientation activities will focus on enhancing the student experience and creating opportunities for students to meet and socialize with peers.
* Approval from the Co-curricular Activity Restart Advisory Group (CRAG) is required for any in-person, student-led orientation events to ensure they align with public health guidance, provincial regulations, and university protocols.

**Safety Protocols for In-Person Orientation Events**

* In-person, student-led orientation events will only be permitted outdoors. Due to the limited number of outdoor event spaces on campus, the number of in-person orientation events will be restricted.
* Event parameters:
* Gathering sizes for orientation events will be limited to 100 participants, subject to public health guidelines. Some groups may be required to do multiple rotations of up to 100 participants for an event to ensure the capacity limit is not exceeded.
* Event rotations will be limited to three hours in length, including set-up and tear-down.
* In-person, student-led undergraduate orientation activities will be limited to September 11, 12, 18, and 19.
* In person, student-led graduate orientation activities will be limited to September 5, 6 and limited evenings throughout the month of September
* All orientation activities must be completed by the end of September.
* Each student-led orientation organizing group will be limited to a maximum of two in-person events.
* Attendees will be required to wear non-medical face coverings. Organizers should encourage attendees ahead of the event to bring their own face coverings, and organizers should have extras on-hand.
* Organizers are required to provide hand sanitizer at the event.
* Organizers must ask attendees to self-screen for [symptoms of COVID-19](https://www.kflaph.ca/en/healthy-living/novel-coronavirus.aspx) prior to attendance using the seQure app. Individuals with symptoms should not attend the orientation event.
* Organizers must keep a list of names and contact information for each attendee. This list must be securely maintained for 30 days and then destroyed.
* Only low-risk activities (as measured in the required event activity risk assessment template) will be permitted for in-person orientation events, such as activities that do not required physical activity. Activities should be planned to take place within one outdoor space, without moving around campus.
* Food will not be permitted at in-person, orientation events. Individual water and drinks can be provided. Individuals will have access to campus buildings for bathroom and water fountain use.

**Application and Approval Process for In-Person Orientation Events**

1. Preliminary approval should be secured through the usual approval process for student-led orientation events, such as the SGPS event sanctioning process and the ORT submission process.
2. Applications for student-led, in-person events, which have preliminary approvals as per I, must be submitted to the Co-curricular Activity Restart Advisory Group (CRAG) via eventsanction@queensu.ca for final approval.
3. A record of decision will be provided for events approved by CRAG. Organizers must present the record of approval when booking space on campus.