

## **Guidelines for On-Campus, In-Person Student Events**

UNB Saint John, Fall of 2020

Drafted Aug 12, 2020

### Governing Principles

1. This document applies to events organized by Recognized Student Groups of the University of New Brunswick, whether on or off-campus.
2. Decisions regarding student events will be based primarily on protecting the health and safety of participating students and the UNB community.
3. Public Health guidelines will be strictly adhered to in the planning and implementation of any event.
4. No event will be permitted if it could interfere with the safe implementation of the academic mission of the university (including causing challenges regarding students, staff or faculty accessing classes, labs or offices).
5. Only those events that are considered “low risk” may be permitted to proceed: A “low risk” event:
  - a. Does not include transportation, physical activity, alcohol [or cannabis], any food ... and/or does not expose participants to any hazardous elements.
  - b. Involves only as many participants as would be permitted by Public Health distancing requirements in relation to the size of the space used.
  - c. Does not pose a reputational risk to UNB.
6. Events must not bring onto campus significant numbers of people who would not otherwise have reason to be on campus – the definition of “significant numbers” shall be determined on a case-by-case basis.

### Process

1. Subject to these guidelines, only events planned and implemented by recognized UNB Saint John Student Groups, Student Representative Council, UNBSJ planning groups, or under the guidance of event booking staff will be permitted on campus.
2. Any student event that is held on campus must involve the participation of students currently enrolled at UNBSJ only.
3. Student Groups proposing to hold any event on campus must:
  - a. Obtain the consent of their Sponsoring Body (the Student Union, Residence, Campus Recreation or their Faculty) to bring forward a proposal for their event.
    - i. The Sponsoring Body should consider the following factors in determining whether preliminary approval will be granted:
      1. Does the proposed event comply with the principles elucidated above and these guidelines?
      2. Will the proposed event contribute positively to the mission of the university and of the sponsoring body?
      3. Will the proposed event enhance the student experience?
      4. Is the proposed event consistent in its design and intention with decisions of the University in similar situations?
    - ii. The Sponsoring Body shall deliver its preliminary decision to the group proposing the event in writing (via email).
  - b. If consent is obtained from the Sponsoring Body, prepare an Operational Plan for the proposed event that sets out clearly how the event will comply with Public Health

guidelines and keep participants safe; this Operational Plan must include a copy of the approval email from the Sponsoring Body. The person listed as being responsible for the Operational Plan must attend the event.

- c. Must submit the operational plan to EHS&S, [dgill@unb.ca](mailto:dgill@unb.ca), for revision by the Health & Safety Committee and approval by the UNBSJ VP.
4. A decision by any of the above review bodies not to approve the proposed event is final. No appeal may be brought.
5. Applications to hold events should be submitted no later than 21 days before the event is scheduled to take place. Permission will be contingent on the availability of suitable space as determined by requesting through Conference Services [conf@unb.ca](mailto:conf@unb.ca).