|  |  |  |
| --- | --- | --- |
| UPEI Student Union | Policy No.  UPEISU 40 | Revision No.  1 |
| Policy Title:  COVID-19 Policy | | Page:  1 of 5 |
| Creation Date:  September 9th, 2020 | Version Date: | Review Date:  Annually |
| Authority:  UPEISU Council | | Responsibility:  General Manager |

1. Preamble
   1. THE UPEISU is committed to ensuring the health and safety of all staff and patrons. The UPEISU will therefore comply with all applicable government and UPEI rules and regulations in regards to COVID-19. Due to the nature of COVID-19, in the event there is an inconsistency or conflict between the UPEISU policy and the Government and/or UPEI rules or regulations, the Government and/or UPEI rules or regulations shall prevail.
2. Events & Campaign
   1. COVID-19 Etiquette for In-Person Events
      1. In-person events will occur under strict rules, which have been put in place for participants’ health and safety. These rules can be found at the following link.
      2. Province of Prince Edward Island <https://www.princeedwardisland.ca/en/information/health-and-wellness/whats-happening-now-pei-phase-4>
      3. University of Prince Edward Island

<https://www.upei.ca/easebackplan#:~:text=The%20University%20of%20Prince%20Edward,and%20operational%20considerations%20into%20account>.

iiii. Participants are required to follow all instructions provided by event organisers and hosts, this includes but is not limited to: staff, volunteers, executive members of the UPEI Student Union, students, faculty, etc.

v. Failure to follow these rules will result in repercussions,

A. such as dismissal from an event,

B. inability to host events in the future.

* 1. COVID-19 Etiquette for Online Events and Meetings
     1. Online events hosted by the UPEISU will adhere to principles of inclusivity and accessibility. Accommodations can be made (in terms of platform usage and settings) to enhance the online environment and experience.
     2. Private messaging on online meeting platforms is discouraged, unless a message is being sent to the host, which will be reflected by the UPEISU in the chat settings. This is to ensure that all participants are included in the conversation.
     3. Comments, words, and actions that create an environment of discomfort, harassment, discrimination, or bullying during online events can be reported to the event host, and will not be tolerated.
     4. Such actions during online events may result in the removal of participant(s) from an event.
  2. Sub-Organizations (Clubs and Societies)
     1. Clubs and Societies Hub
        1. In order to use the Clubs and Societies Hub you will have to book it beforehand using a Room Booking Form or by checking in with the UPEISU front desk.
        2. The Clubs and Societies Hub (Room #213) can hold a maximum of five (5) students at any given time.
        3. The Clubs and Societies Hub will be open during regular school hours, Monday to Fridays 9:00AM - 4:00PM.
        4. After use, the space and any common utensils or tools must be sanitized. Please request cleaning supplies from the Administrative Manager or the VP Student Life.
     2. COVID-19 Event Kits
        1. COVID-19 Event Kits are meant to provide sub-organizations of the UPEISU, as well as students at large coordinating events with the Student Union; the supplies needed to successfully sanitize common areas before and after events.
        2. COVID-19 Event Kits must be checked out at the Student Union Offices prior to use, and approval must be given by one of the following: General Manager, Administrative Coordinator, Vice-President Student Life, or Clubs and Societies Coordinator.
        3. COVID-19 Event Kits must be returned with all supplies originally included during checkout, and these supplies must be in “good condition” for future use by other students. Every kit comes equipped with the following:
           1. One (1) Hand Sanitizer
           2. One (1) Disinfectant Spray Bottle
           3. One (1) Container of Sanitizing Wipes
           4. Three (3) Microfiber Cleaning Cloths
           5. Contact Tracing Forms

must be filled out by all participants and returned with the kits.

* + - * 1. COVID-19 Symptoms Acknowledgement Form For Event Organisers and Hosts
      1. COVID-19 Event Kits must be returned to Student Union Offices within one (1) business day after completion of the event.
      2. Failure to return the event kits may result in the following:
         1. A sub-organization will not be permitted to host any more in-person events for the remainder of the semester.
         2. If the event kit was lent to another group belonging to UPEI, they will lose privileges to use UPEISU COVID-19 event kit resources for the remainder of the semester.

1. Meetings
   1. COVID-19 Etiquette for Meetings
      1. In-person meetings will be in line with physical distancing and masks protocol, the Chief Public Health Officer’s Guidelines, and the University of Prince Edward Island’s recommendations should these meetings occur at UPEI.
      2. If physical distancing and mask protocol’s cannot be adhered to then the meeting will need to take place online or using a hybrid method.
   2. Online Meeting Etiquette
      1. The Online meeting etiquette applies to all employees, councillors and volunteers of the UPEISU. The purpose of this section is to ensure a safe online environment at the UPEISU that is free from virtual forms of violence or discrimination. Councillors and employees hold a position of trust and are obliged to avoid situations involving any online forms of violence, or discrimination. The primary responsibility and obligation of councillors and employees is to support and protect the welfare and interests of the Student Union and its members.
      2. “Online Etiquette” is defined as the most appropriate and acceptable way of communicating or behaving in an online environment.   
           
         Please abide by the following principles:
         1. Refrain from posting or sharing inappropriate content.
         2. Refrain from using inappropriate and or aggressive language such as swear words. Disruptive behaviour will not be tolerated.
         3. Maintain an open mind to various opinions during discussions and ask questions when needed for follow up clarification.