A working group responsible for the planning and execution of curricular and co-curricular off-campus experiences for undergraduate students was convened in late October 2020 to explore the feasibility of safely and responsibly conducting off-campus activities within the University’s newly developed Physical Distancing Framework (“the Framework”).

**Scope of the Guidelines**

- **Guidelines for off-campus activities only apply to undergraduate experiences.** The Law School, MBA program, and SCPS Master’s programs are not governed by these guidelines. Each of these units will develop their own guidelines for off-campus activities and vet them through the appropriate University processes.
- **Guidelines are designed to provide guidance for both curricular and co-curricular experiences with the exception of experiences that are governed by entities beyond the University** (e.g., intercollegiate athletic competitions, co-curricular experiences required for licensure or accreditation)

**Proposal**

- Faculty, staff, and student organizations can apply online to sponsor an off-campus activity that is approved for “the Framework” stage that the University is currently operating.

- Only activities that are required to fulfill the goals of the activity or course will be eligible to be approved in the Orange phase.

<table>
<thead>
<tr>
<th>Types of off-campus activities permitted</th>
<th>Red</th>
<th>Orange</th>
<th>Yellow</th>
<th>Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>None. Students limited to on-campus activities</td>
<td>1. Outdoor curricular experiences* 2. Predetermined co-curricular* experiences* 3. Select indoor curricular experiences</td>
<td>Local off-campus activities resume for non-required activities (e.g., volunteering, field trips/excursions)</td>
<td>Full resumption of off-campus activities</td>
<td></td>
</tr>
</tbody>
</table>

^*in compliance with state and CDC guidelines events with minors are not permitted during the Orange stage
^*experience would occur with no interaction with the general public, other than a facilitator or guest speaker.

#-predetermined co-curricular experiences were developed to include provisions for activities that cannot be reasonably held on campus (e.g., Sports Clubs and student organizations whose activities happen off-campus – Crew, Equestrian, Outdoors club).

Examples include:
- Class trip to the James River to map invasive species
- Club Ice hockey practicing at its home rink off-campus with no spectators
- Class trip to a local cultural attraction (e.g., VMFA) that has restricted access (e.g., ticketing) and safety guidelines (e.g., mask wearing, physical distancing) that meet or exceed UR guidelines

- Advocates for the use of approved UR method of transportations (e.g., shuttles, charter buses, ZipCar) and for food that is individually-wrapped and provided by UR Dining Services

- Forms will be submitted by the event sponsor and reviewed by the administrative unit responsible for overseeing the activity (e.g., SSIR® Living Learning & Roadmap Programs; Sport Club® University Recreation)  
  - If approved, applicant will be notified via email and applicant will receive directions on how to comply with health and safety measures  
  - If the decision is not clear, a subcommittee will convene and render a decision  
  - If denied, the applicant can appeal to the subcommittee

Please note that activities with minors are not permitted in this or any of the implementation phases during the Orange stage

**Process of Registering the Activity**

1. Applicant will complete the Off-Campus Activity form.
2. Form will be reviewed by administrative unit responsible for overseeing activity (e.g., Sport Club – University Recreation) beginning Wed. March 24, 2021.

<table>
<thead>
<tr>
<th>Group/Organization Type</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Chris Jones</td>
<td><a href="mailto:cjones4@richmond.edu">cjones4@richmond.edu</a></td>
</tr>
<tr>
<td>Community-Based Learning (CBL) Faculty</td>
<td>Terry Dolson</td>
<td><a href="mailto:tdolson@richmond.edu">tdolson@richmond.edu</a></td>
</tr>
<tr>
<td>Living-Learning Faculty (SSIR and Endeavor)</td>
<td>Andy Gurka</td>
<td><a href="mailto:agurka@richmond.edu">agurka@richmond.edu</a></td>
</tr>
<tr>
<td>Sport Clubs</td>
<td>Wendy Sheppard</td>
<td><a href="mailto:wsheppar@richmond.edu">wsheppar@richmond.edu</a></td>
</tr>
<tr>
<td>Student Organizations</td>
<td>Vittoria Tripp</td>
<td><a href="mailto:vtripp@richmond.edu">vtripp@richmond.edu</a></td>
</tr>
<tr>
<td>All Other Inquiries</td>
<td>Alison Keller</td>
<td><a href="mailto:abartel@richmond.edu">abartel@richmond.edu</a></td>
</tr>
</tbody>
</table>
a. If activity is approved, applicant will be notified via email and applicant will receive directions on how to comply with health and safety measures
b. If the decision is not clear, a vetting subcommittee will convene and render a decision
c. If denied by the primary administrative unit, the applicant can appeal to the vetting subcommittee

Criteria for Approving Off-Campus Activity in the Orange Phase
In order to be considered for approval, activities should at a minimum meet the following:
1. The proposed activity is required to be held off campus in order to fulfill the goals of the curricular/co-curricular course/activity?
2. Activity should be comprised of UR Faculty/Staff/Student. Guest facilitators or speakers are an option (see #3)
3. Outside Facilitators or Guest Speakers (must meet all of the following requirements):
   a. Outside facilitators or guests must be critical to the function of the activity
   b. Must have protocol to complete a health and temperature screening that is equal to or more stringent than the campus requirement
   c. Must wear a face covering
   d. Must maintain physical distancing 6ft
4. Transportation Off-Campus
   For the purposes of the Framework: Leaving campus within the greater Richmond metro area is defined as going off-campus; Local travel is defined as going beyond the greater Richmond metro area (outside of a 30-mile radius from campus).

<table>
<thead>
<tr>
<th>Transportation Method</th>
<th>Personal vehicle</th>
<th>ZipCar</th>
<th>UR 8 passenger SUV</th>
<th>UR 12 passenger van</th>
<th>UR Shuttle</th>
<th>56-passenger bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>1*</td>
<td>1*</td>
<td>3</td>
<td>5</td>
<td>10</td>
<td>26</td>
</tr>
</tbody>
</table>

*per the framework students would be able to ride with their roommate in a personal vehicle or ZipCar

For a class
Transportation must utilize an approved UR method of transportation (e.g., shuttle, charter bus, Zip Car)

To fulfill a personal requirement (e.g., scholarship, internship)
Approved transportation options:
   a. Student uses personal vehicle to transport themselves Note: only person to whom the vehicle is registered and their roommate can be in vehicle. Face coverings required
   b. Student who does not have a vehicle on campus, but has a license can utilize UR's ZipCar service.

For participating in a co-curricular activity
   a. Personal vehicles
      a. Roommates (not suitemates) may travel together in personal vehicles or ZipCar. Face coverings are required
      b. Students must log vehicle occupants as part of the request
   b. Approved method of UR transportation
      a. University vans (e.g., CSI, Recreation, Athletics). When utilizing University vans, participants will be responsible for sanitizing vehicle before/after
      b. Use of approved third-party transportation (e.g., Groome, James River, Winn)

5. Activity must be held outdoors, in a physically distanced way or indoors with the following restrictions:
   a. The indoor location has posted restrictions for physical distancing and PPE that are either in (a) alignment with or more stringent than UR requirements and/or (b) in compliance with CDC and VDH guidelines
   b. Only UR faculty/students/staff with exception for facilitators or guest speakers are participants
   c. Access to the activity restricted in some way (e.g., ticketing, capacity limit mirrors UR-capacity for this stage)?
   d. Activity does NOT involve minors?

6. Food/Meals
   a. All food must individually-wrapped and be provided by UR Dining Services.
   b. Exceptions to this rule can only be granted by UR Dining/Event Services