



# THE UNIVERSITY OF THE WEST INDIES

CAVE HILL CAMPUS, P. O. BOX 64, BRIDGETOWN, BARBADOS

IN REPLY PLEASE QUOTE  
OUR REFERENCE

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## *Office of the Campus Registrar*

## MEMORANDUM

**TO:** All Students

**FROM:** The Campus Registrar

**DATE:** September 10, 2020

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### **Hosting Student Activities in Compliance with the University of the West Indies (UWI) Cave Hill Campus COVID-19 Protocols**

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All student associations/clubs/societies and student government are required to comply with the UWI Cave Hill Campus policies, procedures, and regulations along with the national laws of Barbados. Students must also be mindful of the regulations for hosting activities on or off campus. In the current environment, the Campus Covid-19 policies and protocols override any existing regulations governing student events.

These protocols will be enforced and are necessary not only for your personal well-being, but for others within the campus community and the general public. Failure to comply with these regulations will result in the matter being referred to the Disciplinary Committee. The UWI reserves the right to close any event (on and off campus) which is in violation of the said policies and take immediate disciplinary action. This includes a range of penalties as determined by the Disciplinary Committee.

#### **The protocols are as follows:**

- Proposals must be submitted for all events. These proposals are evaluated by the Student Activities Committee (SAC). Student associations are **required to submit their proposals to the Director of Student Services no later than sixty (60) working days in advance of the desired event date**. Consideration and evaluation does not constitute approval. (*See Campus guidance document, Operating under Covid-19- A Guide for Students*).

- **All student events, whether on or off campus, virtual or face to face must be approved by the Campus Registrar.** Any student club/society found to be in violation will face immediate disciplinary action which may include a range of penalties.
- Due to the risk associated with social gatherings, students are advised that **all social events (i.e. parties, fetes, beer limes, bar crawls), on the Campus or sponsored by student associations off the Campus are prohibited in Semester 1 2020/2021 or until otherwise stated.**
- All events will be considered on a case-by-case basis, and will be governed by specific protocols. Ad hoc events are not permitted.
- Depending on the scope and scale of your activity you may be required to meet with the SAC. These meetings will be held virtually unless otherwise stated.
- Clubs and Societies desirous of conducting face to face committee meetings in the Co-curricular period (Friday 2-4 pm) are required to apply to do so. Numbers are limited to not more than **ten (10)** persons.
- All clubs and societies that have received approval to host any face to face event/club meeting must enable contact tracing via an assigned QR code created in the Campus App. This will enable contact tracing. **All protocols including but not limited to physical distancing and wearing of masks must be observed.**
- Attendance and contact information at all face to face events must be compiled by a representative of the student club and submitted to the Programme Officer with responsibility for clubs and societies in the Office of Student Services (OSS).

## **Physical Distancing**

- The campus observes a 6ft (2m) physical distancing requirement and students are expected to comply.
- Venue capacity has been reduced by 50% or more in some instances depending on location. *The use of campus spaces is regulated by The Campus Registrar's Office and all room requests must be submitted via the OSS to the Campus*

*Registrar. Requests **should not be** made directly to the Office of the Campus Registrar.*

## **Food & Safety**

- The request for Temporary Restaurant Licenses will be facilitated through the (OSS) pending discussions with the SAC.

## **Social Media**

- Students are encouraged to adhere to the UWI Social Media policy and refrain from activities which may otherwise bring the UWI into disrepute by association. *See UWI Social Media Policy.*

## **Face Masks and Hygiene**

- All students are required to wear masks (**this includes face coverings/cloth masks**) whilst on the campus. Bandanas or scarves are **not** allowed. Face shields are to be worn with a mask/face covering and not by itself. **Wearing a mask does not eliminate the need to follow strict hygiene and physical distancing practices.**
- Students are encouraged to practice good hygiene and to wash their hands regularly with soap and water. Hand sanitizers may be used when soap and water is not available.

## **Event Planning Best Practices:**

- Virtual-only activities, events, and gatherings are the lowest risk and are the only means by which campus approved activities should be conducted in Semester 1 2020/2021 or until otherwise stated.
- All activities of the Guild of Students must meet the Campus' COVID-19 regulations.
- Be reminded that non-essential visitors/guests are not allowed on campus.

- Students are strongly advised to invite guest speakers to attend events virtually, instead of visiting the campus. Please observe the UWI process for policies and procedures for hosting foreign dignitaries.
- Always consider remote and virtual participation when planning events. Virtual platform options include:
  - Microsoft Teams
  - Google Meets
  - Zoom (the free version has a limitation of 40 minutes)
  - You may also consider live streaming speakers or performers via Instagram live or Facebook Live
- The Campus App is our virtual campus community and students are encouraged to use this platform to highlight their events, post messages and showcase their activities. All Clubs and Societies will be assigned Club Walls by the OSS.
- If after an event a student attendee informs your organization that they have tested positive for COVID-19, respect their privacy and do not share this information with others. More than likely health officials will contact you but if you are concerned, report to the Student Health Clinic (SHC) by sending an email to [health@cavehill.uwi.edu](mailto:health@cavehill.uwi.edu). Self-reporting is a safe and confidential process and will allow the SHC to provide support to those who test positive. All students, faculty and staff are required to self-report and isolate once they receive a positive COVID-19 test result or are experiencing COVID-19 symptoms.
- The Ministry of Health offers COVID-19 testing. Students can present for testing at the Branford Taitt Polyclinic, Black Rock, Monday - Friday between the hours of 8 am and 12 noon. Students may also contact them via telephone at 536-3746.

Your usual co-operation and understanding is anticipated and appreciated.

*Rommel R Carter*

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