

**Smith College Campus Programming and Meeting
Guidelines and Best Practices for Faculty, Staff and Students
July 13, 2020**

Guiding Principle: A Culture of Care

A culture of care acknowledges that keeping our community safe and caring for one another requires each of us to fully comply with public health guidelines. We acknowledge that each of us serves the college differently; some of those roles require us to engage in-person while others can and will continue to engage remotely. Remote engagement is critical to the mission and operations of the college during the COVID-19 pandemic and should in no way be viewed as being less important than those interactions that happen through face-to-face engagement. A culture of care requires each of us to understand the nested nature of decisions made at the individual, unit (i.e. department, house, organization), and community level that impact the health and safety of our entire community, and to recognize the value that we each bring to the work of the college, regardless of the “mode” in which we are working.

These programming/meeting guidelines are intended to provide guidance to the Smith community as we create experiences for connection and work, both virtual and in-person, that maximize opportunities for engagement while adhering to COVID-19 safety precautions. Every contact that a person has presents a risk to the safety of our campus. Within that context, the goal is to prioritize in-person student-facing learning and support, while maintaining health and safety guidelines.

GUIDELINES

- Programming and meeting remotely is the default operation, with the exception of academic courses and student advising, mentoring and support, which may be in person. Other exceptions to the default remote mode must be approved by a cabinet member or their designee, in consultation with the COVID-19 Incident Response Team (CIRT). Communication with your manager (i.e. supervisor, advisor, dean) is important: when in doubt, overconsult.
 - Meetings that may be prioritized for in-person mode include advising and emergent student support needs. Meetings that should occur remotely are departmental and staff meetings.
- The following requirements apply to all in-person meetings:
 - Follow [Control Plan](#) guidelines, including use of reservable spaces.
 - Follow appropriate social distancing, deep cleaning and safety protocols, and wear face coverings.
 - Conduct in-person meetings in reservable spaces, outside, or in a personal office while following specific social distancing and safety guidance.
 - Limit indoor meetings to no more than 10 people and reconfigure spaces to enable people to be separated by at least 6 feet (2 meters).
 - Face coverings must be worn at all times; no food/drink will be allowed in meetings/programs.

- Limit in-person programs and meetings to the Smith community only.
 - Meetings with individuals outside of the Smith community must be conducted remotely (e.g. invited lecturers, employee searches), unless approved by a cabinet member.
- Register events, through 25Live, for all in-person programs.
- Consider the use of Mobile Check-In App or other contact tracing mechanism to track people at in-person programs.
- Domestic or international travel is severely curtailed. Exceptions must be approved by a cabinet member or their designee, in consultation with CIRT.

BEST PRACTICES

- When planning events and programs, capitalize on pre-existing communities. Examples include:
 - Designated house communities
 - Cultural centers and identity groups
 - Student cohort groups (≤ 10 individuals) such as academic majors, advising groups, and other cohorts that are integral to student retention and belonging
 - House leadership engagement with residents
- When possible, offer more outdoor programs as weather permits and/or have tent availability, adhering to state guidelines on group gatherings.
- Take advantage of online programming such as virtual concerts, livestream gatherings, and partnerships with established online communities and events.
- Create multi-communication strategies by leveraging multiple social media platforms (e.g., Smith YouTube channels and coordinated Facebook and Instagram), encouraging the use of e-digest and exploring opt-in texting as a means of moving beyond email communication.
- Use on-campus resources including but not limited to, the Design Thinking Initiative and the Sherrerd Teaching and Learning Center, to rethink institutional traditions - Convocation, Cromwell Day, Mountain Day, Lecture Series, Rally Day, Senior Ball.

Approved by CIRT: 7/10/20

Approved by Coordination Group: 7/15/20