

From: [Office of the Provost](#)
To: [Office of the Provost](#)
Subject: Summer Events and Youth Programs to be Canceled or Moved Online
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Summer Events and Youth Programs to be Canceled or Moved Online

Dear Colleagues,

After a thorough review of issues surrounding the COVID-19 outbreak and its impact at the University of Kansas Lawrence and Edwards campuses, university leadership is endorsing a recommendation to cancel summer events and youth programs or move them online, at least through August 7, 2020.

Deans and other unit leaders are encouraged to explore remote-connection opportunities to engage with audiences that would prioritize the health and welfare of participants in their programs during the summer window of May 17 and at least August 7, 2020.

The Event Management Workgroup's Summer Camps and Programs Team identified several factors as barriers for hosting in-person camps, programs, and conferences during the summer. Chief among the considerations were uncertainty surrounding the pandemic's end, limited availability of appropriate on-campus housing, insufficient summer-term housing staff, KU Dining services protocol during the pandemic, and enhanced sanitation requirements.

Based on these and other factors, as well as out of concern for the health and well-being of KU students, employees, visitors, and youth program participants, the following restrictions are in place for in-person activities on the Lawrence and Edwards campuses. These guidelines apply to all KU Lawrence and Edwards Campus in-person events, camps and youth programs, including those hosted by KU Athletics, academic departments, and other units.

Overnight Resident Camps

All resident camps with an overnight stay must be canceled at least until August 7.

KU Student Housing will contact all event organizers with current reservations and notify them of the cancellation. All Student Housing reservations in progress will be stopped immediately, and no additional reservations will be allowed.

Activities that occur between August 7 and the start of the fall semester (i.e. early move in, fraternity/sorority recruitment, etc.) will be evaluated at a later date.

Non-resident Day Camps

Non-resident day camps, those that do not include overnight stays but last more than one day, will be suspended at least until August 7.

If public health conditions improve and campus is able to return to more normal operations, resumption of non-resident day camps may be considered at the discretion of the Public Health Planning Team. However, program coordinators should understand that if these programs are allowed to resume, it does not guarantee the availability of space or services provided by other university units, such as KU Dining Services.

The Office of Event Management and Protocol will contact program coordinators and notify them of any changes.

One-Time, Single-Day Events

The university has limited in-person events to those that are mission essential and involve 10 or fewer individuals. All university personnel have been encouraged to use remote connection tools to meet or conduct operations.

One-time, in-person events that last less than a day are currently suspended indefinitely per university guidelines.

In-person events and programs may be resumed when the following criteria are met:

- All prohibitive public health orders relating to COVID-19 are lifted.
- Students are able to attend in-person classes on campus.
- Employees are allowed to report to campus for work.
- Campus operations other than essential functions have resumed.

The Public Health Planning Team will make the final determination for when events may resume and may update these criteria at their discretion. Resumption of campus events does not guarantee the availability of space or services provided by other University units (i.e. KU Dining Services).

Refunds

Summer event and youth programs coordinators will soon receive additional information regarding the process for refunds of participant deposits or registration fees.

At the earliest opportunity, coordinators should be in touch with registered participants to let them know of cancellations or plans to deliver the program remotely, as well as plans for refunds when appropriate.

Registrations and Exemptions

If public health conditions improve and public health orders are lifted, **but** KU classes have not yet returned to in-person, **exemptions for certain events or programs may be granted based on the totality of the situation.**

Units or event organizers may apply for an exemption for certain events or programs through the Office of Event Management and Protocol by filling out the Youth Program/Camp Registration Form at youthprograms.ku.edu/youth-program-camp-registration-form or by emailing youthprograms@ku.edu. All exemptions must be approved by Event Management and Protocol, KU Public Safety, and Campus Operations. No overnight camps will be approved.

Exemptions may still be required after August 7, pending public health restrictions at that time. All exemption requirements will be waived if the following criteria are met:

- All prohibitive public health orders relating to COVID-19 are lifted.
- Students are able to attend in-person classes on campus.
- Employees are allowed to report to campus for work.
- Campus operations other than essential functions have resumed.

Respectfully,

Barbara

Barbara A. Bichelmeyer
Provost & Executive Vice Chancellor

