



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

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MEMORANDUM

In response to the continuing COVID-19 global health crisis the University at Buffalo Graduate Student Association (hereafter “GSA”) will be implementing new policies and procedures in order for clubs to hold in person events, both on and off campus, and/or to provide funding support to students for conferences and research travel.

All GSA and club events must comply with all federal, state, local, University, and GSA guidelines as they relate to COVID-19 health and safety. Regulations are ever changing, so please review the [University Guidelines](#) and the [COVID FAQs for Clubs and Organizations](#) frequently for the most up to date guidance.

In-person activities may resume within the current capacity limitations. However, all events, **both on and off campus**, must be submitted for review and prior approval first by the Office of Student Unions via UBLinked, who will then submit requests to Environmental Health and Safety (EH&S). These requests must be submitted at least 14 days in advance. Submit all event requests using your club’s UBLinked page. Instructions on how to do this are attached below. Once you have received approval from The Office of Student Unions and EH&S you may submit requisition requests to GSA for review and approval. Please remember that requisition approvals also take up to 14 days, so you may need to submit all event requests up to a month in advance in order to ensure you receive all of the necessary approvals in time for your event to be held.

All students will need to complete a GSA liability waiver prior to attending any in person events, activities, and/or meetings. Liability waivers can be hyperlinked to event descriptions on UBLinked so that once an event is approved attendees can access the liability waivers before the event. Clubs will need to require prior registration for all events and utilize the UBLinked Event Pass function for free events, or the UB Ticket Office for paid events, to ensure full compliance from all individuals in attendance. It will be the responsibility of the club officers and/or event organizers to collect liability waivers from each participant before admitting them to an in person event. More details about UBLinked events and Event Pass functions can be found in the instructions below.

GSA Board of Directors meetings will continue to be held virtually via Zoom and will follow similar protocols as to those used for the 2020-2021 academic year. However, we will now be voting using the Turning Point App instead of Zoom polls so that voting can be more tightly controlled. More details on where to download the app and how to receive the access code for voting privileges will be circulated to the appropriate representatives in advance of each Board meeting. Please note that the first Board of Directors meeting of the year will be held on

Wednesday, September 8, 2021 at 6:00pm and eligible participants will need to pre-register for the meeting by emailing sfrank@buffalo.edu no later than 12:00pm on that date.

Conference and research funding requests can now be reviewed for approval for domestic travel only. As per University mandates, all travel is limited to areas within the United States and its territories, and students must follow the mandatory testing guidelines outlined on the University's [COVID-19 FAQs for Clubs and Organizations website](#). A signed GSA liability waiver will be required from every individual prior to them being reimbursed for any travel expenses, and proof of testing may be required by the University.

Updates to these guidelines and other policies will be provided via our listservs and on the [GSA website](#) as new guidance is provided. We thank everyone for their patience and understanding during these unprecedented times. We will continue to work diligently to provide excellent service and representation to our graduate student constituents despite these temporary setbacks. We are committed to doing our part as members of the local and UB communities so that we can all remain healthy and safe.