# Instructions for Check-In Helpers and Distributing Name Scanning Cards

Spring 2021 Commencement

**COVID-19 PROTOCOL**

Everyone working the ceremonies should do the following:

1. Complete and submit the Screen, Test and Protect Form at the start of the week of the ceremony.
2. Wear a face covering to and during the entirety of the ceremony. It should always be worn unless actively eating or drinking. You are encouraged to wear a mask you find best for your needs and comfort; disposable “surgical” masks will be on site for anyone who does not have one available to them.
3. Face shields are available for anyone who would like to wear one. If you are working multiple ceremonies, please keep and re-use your face shield for all the ceremonies you will be at. This avoids unnecessary waste.

Please note the following:

Individuals should not attend the event if they are experiencing any of the following COVID-19 symptoms:

* Persistent cough
* Temperature of 100.4F or higher; No one should report to the event site within 48 hours of exhibiting a fever.
* New loss of taste/smell
* Fatigue
* Muscle or body aches
* Headache
* Shortness of breath or difficulty breathing
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

**STAFF TRAINING SESSION**

Procedures and responsibilities will be discussed 30 minutes prior to the check-in of the students at the ceremony on the day(s) you are serving. Please be prompt.

Assignments will be made at the start of training so we are able to accommodate the physical needs of any of our staff, as well as compensate for a change in numbers of staff we may have on the day of the event.

*NOTE: For those who have done this in the past, you are used to having snacks available during this time. Due to COVID and concerns for mask removal, food has been eliminated from the ceremonies, including concessions. We can only make drinks available to you.*

**COMMENCEMENT CEREMONY INFORMATION**

Employee representatives from each college will serve at the one or more of the 14 ceremonies. The timeline for each will be as follows:

* 90 minutes before the ceremony arrive at Gate 4 of the O’Connell Center
* 65-90 minutes before the ceremony training and assignments will be take place
* 60 minutes before the ceremony, candidates will arrive
* 45 minutes-60 minutes before the ceremony candidates will arrive, check-in, receive direction to their seats.
* 15 minutes before the ceremony graduates are supposed to be in their seats
* 15 minutes before the ceremony-15 minutes after the ceremony starts candidates will still be arriving
* 15 minutes after the ceremony starts-30 minutes after the ceremony starts- straighten and sanitize check-in area.
* 30 minutes after the start of the ceremony- this group will be dismissed.

**EXAMPLE:** **2:00 – 4:00pm Ceremony**

* + 12:20 – 12:30pm –arrive
	+ 12:30 – 1:00pm –training and assignments
	+ 1:00 – 1:45pm – Candidates arrive, check-in, and take their seats
	+ 1:45 – 2:15pm – Late candidate arrivals are checked-in and take their seats
	+ 2:15 – 2:30 – Straighten and sanitize check-in area
	+ 2:30 – Dismissed with our thanks!

**If you have questions about where to go or are running late on the day of the ceremony, please contact one of us on our cell phones:**

* **Kjerstin Terry, Name Card Scanning Coordinator, 352-870-1725**
* **Jaclyn Wright, Name Card Scanning Coordinator, 904-826-6816**

**WATER STATIONS FOR GRADUATES-**

* Familiarize yourself with the closest water bottle filling stations to where you are. Make sure candidates are aware of where they are located.

**DRESS CODE FOR COMMENCEMENT**

All check-in persons should present themselves as employees who are approachable and invested in the day’s experience for the graduates and their guests. You should be dressed in a way that respectfully represents the University. Slacks, capris, khakis, skirts, and dresses may be worn, but must be an appropriate length. Gym clothes (yoga pants, sports bras, sweatpants, tank tops, gym shorts, leggings) are not appropriate. Work appropriate “gator gear” is encouraged but is not required.

You will be provided with a nametag upon arrival; we ask that you wear it as a way of creating a uniformity within the group of people working in the Gate 4 check-in area.

You must wear a mask. We encourage you to wear your own mask that you find comfortable for you. Disposable “surgical” masks will be available for anyone who does not have one.

**OUR ROLE IN THE STUDENT EXPERIENCE**

* 60 minutes prior to posted start time graduates begin arriving at Gate 4; this is when the doors will be unlocked
* We ensure they have their name scanning cards.
* We direct them to the correct general area for seating (basement or stands), dressed and ready. This includes ensuring their tassels are on the correct side of their cap or tam. Doctoral & Masters students wear their tassels on the left; Bachelors wear their tassels on the right.
* Candidates should be seated approximately 15 minutes prior to posted stage-start time
* Within 30 minutes of the start of commencement stage-start time, check-in helpers are dismissed. If a candidate arrives after the start of the ceremony and doesn’t have a name scanning card, he or she will be given a blank name card as they enter the floor of the O’Connell Center and will be instructed to fill out their card prior to being seated by a marshal.

**Please Note:** All duties and responsibilities associated with this position can be accomplished without touching graduates. Thus, you should refrain from touching students or their escorts at any time.

**JOBS/TASKS YOU MAY BE ASSIGNED**

You will be assigned to one of these roles:

* **Name Card Distributor** (positioned at a table inside Gate 4 with name scanning card box)- Find the candidate’s name scanning card in the box, give them their card. Boxes will be in alphabetical order to make this process go quickly.

*NOTE: This position will be equipped with gloves.*

* **Name Card Door Guide** (positioned at Gate 4 Doors)- As candidates enter, direct them to the right line for collecting their name card.
* **Label Maker** (positioned at table with laptop/printer inside Gate 4)- Accept only those students presenting a “Go to the PRINT LABEL STATION” card. Take the orange card from the student, look up the name on the existing database (already downloaded to the computer). When you find the name, print a name scanning label with the student’s name and stick the label to a blank name card. If you cannot find the name already on the computer/database (or if a name is misspelled), type the name and print a new name scanning label, stick the label to a blank name card.
* **Directional Staff** (positioned at various spots in the Gate 4 area)- Provide candidates and “escorts” with directions to where they need to be.

**FAQS**

What if a candidate isn’t wearing a mask?

* The O’Connell staff will tell them to put on a mask. We will have disposable “surgical” masks in our area to give them if they don’t have one. There are no exceptions to this rule.
* If someone is exceptionally inappropriate or belligerent about it, then security will get involved, but that is a last and final resort.

What is someone needs a special accommodation (has a wheelchair for example)?

* If we know about it ahead of time, we’ve communicated our plans to them ahead of time and Kjerstin and Jaclyn know they’re coming and we have a system. If this comes a surprise, then we have a general system and we will accommodate them as it happens. Flag down Kjerstin or Jaclyn for assistance.

What if someone comes without their regalia/part of their regalia?

* The bookstore will also be in Gate 4 and will get them taken care of.

**THANK YOU**

The role you play in commencement is monumental. You’re the first people our candidates will interact with upon entering the building for this culminating event after years of their hard work. Getting them started with a positive experience, and ensuring they’re equipped with everything they need is essential to making this day special for our candidates, as well as their family and friends. Your efforts toward the success of this event is appreciated.

Thank you for your time and investment in this process,

Steph

Stephanie McBride

Director of Commencements

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