



RICE UNIVERSITY

Office of Risk Management

## UNIVERSITY PROGRAMS OR ACTIVITIES INVOLVING MINORS VIRTUAL OR ONLINE PROGRAMMING FAQ'S

1. What are the security procedures when conducting a zoom meeting?  
**OIT recommendation - Here is a link to recommendations from Rice OIT for Zoom. <https://kb.rice.edu/100275>**
  - **password protect**
  - **Use waiting room**
  - **Don't share room info publicly**
  - **Contingency plan for Zoom bombing**
  - **Shut down class after 1<sup>st</sup> 5 minutes**
2. Is cancellation Insurance available now or will it be available to purchase in the future?

**Cancellation insurance is not available now and there are no current plans to offer cancellation insurance in the future.**

3. What is the policy on internships in research labs?

**Please refer to the [Minors in Research Laboratories](#) for more information.**

4. How much time in advanced does a program has to be registered?

**Departments should register programs at least 30 days in advance of start date.**

5. Can the 30 days advance notice of program registration be shortened?

**Per Policy 188, 30 days is the standard timeframe.**

6. How long are Background Checks kept on file with Risk Management?

**Three (3) years.**



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7. How long are Child Protective Trainings kept on file with Risk Management?

**Two (2) years.**

8. What is the ratio with authorized adults to minors?

**General Guidelines and Adequate Supervision must still be maintained as per Policy 811**

- **Where feasible consider adhering to the 2:1 rule. Two (2) authorized adults to every one (1) minor.**
- **There must always be two Authorized Adults present (at a minimum) at all times during online/virtual sessions.**

9. What is the contact information if we have additional questions?

**Office of Risk Management**

**[minors@rice.edu](mailto:minors@rice.edu)**

**(713) 348.5082**