



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 1st 5 minutes**
2. Will there be a screening procedure in place to check children's temperature?
There is no process in place at this time.
3. What is the policy for working with minors via virtual camps?
Risk Management is currently creating guidelines for working with minors in virtual camps and will make available upon completion.
4. 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.
5. Are visiting student researchers allowed to come to campus from other countries/states & researching with departments/faculty for summer?
Visiting student researchers will go through the academic visitor process via the Esther portal.



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6. When will Risk Management provide guidance procedures regarding virtual camps

Risk Management is currently creating guidelines and for registering and conducting virtual camps. Once completed, the guidelines will be made available. To be determined.

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

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

8. Will the guidelines relate to Student Camps that are held on and off Campus?

Yes.

9. 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.

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

Per Policy 188, 30 days is the standard timeframe, given our current state of affairs, we need at least 7 working days to process.

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

Three (3) years.

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

Two (2) years.

13. 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.**



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- **There must always be two Authorized Adults present (at a minimum) at all times during online/virtual sessions.**

14. Should an authorized adult be present while participants are working in breakout sessions?

Yes - See question 13 for additional information

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

Office of Risk Management

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