UNIVERSITY PROGRAMS OR ACTIVITIES INVOLVING MINORS
VIRTUAL/ONLINE PROGRAMMING FAQ’s

1. What are the security procedures when conducting a zoom meeting?
   **OIT recommendations:** Please see the links below for recommendations from Rice OIT for Zoom.
   [https://kb.rice.edu/100275](https://kb.rice.edu/100275)
   [https://kb.rice.edu/101344](https://kb.rice.edu/101344)

   **Other recommendations:**
   Please see Risk Management’s (RM) Online Program Guidelines and Expectations Involving Minors

2. Will there be a screening procedure in place to check children’s temperature?
   **There is no process in place at this time. Review**
   [https://coronavirus.rice.edu/](https://coronavirus.rice.edu/) frequently for updates.

3. What is the policy for working with minors via virtual camps?
   **Please see RM’s Online Program Guidelines and Expectations Involving Minors**

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 to conduct research with departments/faculty for the summer?
   **Please continue with your usual approval process and you will be advised accordingly.**
6. When will Risk Management provide guidance procedures regarding virtual camps  
   Please see RM’s Online Program Guidelines and Expectations Involving Minors.

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 advance does a program have 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 811, 30 days is the standard timeframe. We need at least 7 business 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.  
    • There must always be two Authorized Adults present (at a minimum) at all times during online/virtual sessions.

14. What is the minimum age of authorized adult(s)?  
    18 or older.
15. How long does it take Risk Management to approve registered programs?

Within 72 business hours or 3 business days. Note the approval is dependent on:

- Has the program been registered with RM?
- Have the Authorized Adults listed on the program registration completed their Background check within 3 years?
- Have the Authorized Adults listed on the program registration completed Child Protection Training within 2 years?

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

Yes - See question 13 for additional information and RM’s Online Program Guidelines and Expectations Involving Minors

17. Are Participation Agreement and Release of Liability for Minors forms still required in an online or virtual environment?

Yes. The Participation Agreement For Online Activity and Release of Liability for Minors form can be found on the Office of General Counsel website as well as below.

https://ogc.rice.edu/content/forms-minors

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

Risk Management questions:
https://riskmanagement.rice.edu/minors-university-approved-activities
minorsoncampus@rice.edu
(713) 348 - 5082

Technological questions:
OIT Helpdesk at 713-348-HELP or helpdesk@rice.edu