

Community Engagement Liability Protocol Frequently Asked Questions

What is the University Policy related to coverage/liability if something happens to a student while they are en-route or at an off-campus site for a community engagement/service learning project?

Per the State Insurance and Risk Management Board, if a CCSU student is injured on or off-campus at a CCSU sponsored event, the student's (or parents') medical insurance would be used first, then the CCSU Student Accident coverage that the Board of Regents makes available to all students would be second. If the facility has contractual requirement that requires evidence of insurance, a Certificate of Insurance can be requested from the State Insurance & Risk Management Board so that the State (i.e., CCSU) can purchase General Liability coverage.

General Liability coverage can be obtained by contacting the CCSU Business Office liaison – Cecilia O. Perez via email cperez@ccsu.edu and requesting an insurance certificate. Ms. Perez will need to know the name of the event, date, address, amount of insurance requested, and who (if anyone) must be named specifically in the certificate. Submit all requests, at least, one (1) week before the scheduled dates.

When do faculty members have to have participants sign waivers and/or ask for a certificate of insurance liability?

It is mandatory that the department/faculty member has each participant sign the CCSU waiver form for each event due to the risks and hazards that may be directly or inherently involved with the activity. The completion of the CCSU waiver form is to protect the interest of the State and provides CCSU with extra protection. It addresses several issues regarding the risks and hazards of the event, health and medical insurance, cost issues, and protects CCSU employees from any liability whatsoever. The completion of this form is mandatory and the forms may be maintained at the department level, there is no need to send the forms to Business Services. CCSU students participating a CCSU sponsored activity are covered as explained above.

A department/faculty member can request a Certificate of Insurance from Cecilia O. Perez when the facility has contractual or statutory requirements that require evidence of insurance.

What protocols must be followed by the faculty if students are going to volunteer at a community agency? Does that differ when it is a one-time event vs ongoing volunteer visits? What about internships?

If there are contractual requirements that require evidence of insurance for a one-time or ongoing event, the department/faculty member should contact Cecilia O. Perez. Ms. Perez will place a request for the Certificate of Insurance with the State Insurance and Risk Management Board.

The department/faculty should contact Cecilia O. Perez to request a mandatory CCSU Waiver Form for a one-time or ongoing event.

Please note, CCSU does not typically sign agreements with community agencies. If the department/faculty member is asked by another agency to sign an agreement, please do not sign the agreement and instead forward the agreement to both Rick Piotrowski (piotrowskir@ccsu.edu) and Cecilia O. Perez (cperez@ccsu.edu) for review.