



Channel Islands

CALIFORNIA STATE UNIVERSITY

EVENT GUIDANCE AND PROTOCOLS FOR EXTERNAL GROUPS

Updated: 4/1/2022

The below information pertains to external events only. These guidelines and protocols are applicable for events being held on the CSUCI campus or at a CSUCI affiliated location (Santa Rosa Island Research Station, Channel Islands Boating Center, or Goleta instructional site).

External Events are defined as those that:

Are primarily focused on and attended by groups and individuals outside of CSU Channel Islands students, faculty, staff or auxiliary employees.

External events do not include activities or events that are part of an academic course or offering. For example, a guest lecturer to a class does not fall under these requirements. External events do not include school tours.

CSUCI COVID-19 External Event Guidance

Effective immediately, CSUCI events being held on campus or at a CSUCI affiliated location (Santa Rosa Island Research Station, Channel Islands Boating Center, or Goleta instructional site) are subject to the same guidelines as laid out by the [California Department of Public Health on February 7, 2022](#).

Please note: Mega events, defined as more than 1,000 people indoor and more than 10,000 people outdoor, are [subject to special guidance](#), as outlined by the State of California.

CSUCI COVID-19 External Event Protocols

The following External Event Protocols are required by the campus in an effort to promote the health and safety of all participants. University Auxiliary Services (UAS) is responsible for ensuring that the External entity is made aware of all guidelines and requirements and are doing all they can to ensure compliance. Questions on Event Guidance and campus protocol may be directed to Environmental Health & Safety and Risk Management.

Event Planning & Approval

- All event requests must be submitted via email (uascatering@csuci.edu) to UAS Conferences & Catering and will be reviewed by Environmental Health & Safety and Risk Management. The entire review process, including review by Environmental Health & Safety and Risk Management, will take approximately four weeks.

Food and Beverage

- Pre-packaged boxed meals are suggested, though buffet or family-style meals are allowed.
- Event goers should avoid sharing food and utensils.
- Disposable food service items (e.g., utensils, dishes) are recommended. If disposable items are not feasible or desirable, all non-disposable food service items should be handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

Contact Tracing and Notification

- All events require the implementation of an RSVP and check-in system that can facilitate notification and contact tracing by the external entity, in the event of a confirmed COVID-19 case on campus or affiliated property where the external event took place and will be done at the sole expense of the external entity. RSVP and check-in data must be preserved for 60 days. At a minimum, contact tracing will require the collection of guests' full names and phone number.
- If an event guest is showing symptoms of COVID-19, event staff should utilize the [COVID-19 Informational Form](#) to notify the campus immediately. The guest in question should be consulted with and if determined necessary, asked to leave. The spaces (tables, chairs, etc.) that the event guest touched should be wiped down (to the extent possible).

Vaccination Certification of Visitors

- A RSVP and check in system must include a process for visitors to declare that they will comply with all [University requirements](#).
- Proof of full vaccination status or pre-entry negative test result is strongly recommended for all large (≥500) indoor events and outdoor mega events.
 - Refer to the event matrix for other event types and vaccine requirements.
- If you are planning to host a mega-event, please also review the complete [California Department of Public Health \(CDPH\)](#) guidance for these types of large gatherings.

For Indoor Mega Events: In addition to the general public health recommendations:

- Facilitate increased ventilation of indoor spaces (i.e., open all windows and doors to increase natural air flow), following current [CDPH and CalOSHA guidance](#).
- Verification of fully vaccinated status or pre-entry negative test result is strongly recommended for all attendees.
- If implemented, venue and event operators are strongly recommended to not use self-attestation as a mode of verification but rather use verification options for providing proof of vaccination in the [CDPH Vaccine Record Guidelines & Standards](#).

Mask Wearing – Indoor / Outdoor Venues

- All individuals shall follow current campus mask requirements while on campus and at affiliated locations (Santa Rosa Island Research Station, Channel Islands Boating Center, and Goleta instructional site). Masks are highly recommended for any large gathering or event.
- Masks are highly recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.
- Masks should be made available to all, regardless of vaccination status and venue type or location.

Sanitation / Cleaning / Custodial Services

- Adequate hygiene and sanitation supplies must be made available to event guests. This includes items such as hand sanitizer, wipes, and masks. These items are the responsibility of the external entity to provide and make available.
- Events will be required to return the space in the same or better level of maintenance and cleanliness as it was received in to ensure that event spaces are thoroughly cleaned after an event compliant with applicable campus, CSU System, local, state and federal guidance. Consideration for such plans will take into consideration anticipated guest count, use of spaces such as restrooms, conference rooms, classrooms, etc., and duration of the event. The cost of these custodial services will be the sole responsibility of the external entity.

Limit Sharing Equipment, Supplies, and Electronics

- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group at a time so as to clean and disinfect frequently throughout the event.
- Avoid sharing electronic devices and other equipment as much as practicable.
- Identify and regularly clean frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces.

Vendors

- All vendors will need to comply with the [COVID-19 Professional Visitor and Safety Guidelines](#).

Communication

- In-person events must display [health and safety reminders](#) in prominent locations, as well as any applicable warnings, as appropriate. External entities are encouraged to communicate to participants in advance of and, as applicable, during the event.
- External entities should communicate information about the following to attendees: the university's COVID policy, handwashing, respiratory etiquette and hygiene, and encouraging those who are feeling unwell (or who are waiting for COVID-19 test results, or who have tested positive for COVID-19 and have not yet been released to return to normal activities) not to attend or to participate in the event virtually (if applicable).
- External entities should consider providing additional messaging through websites, social media channels, ticket purchasing sites, emails and push notifications, mobile apps, signage, event registration and check-in, and event organizers and volunteers.

EVENT GUIDELINES April 1 through Spring Semester

Wearing a mask is strongly recommended in all indoor public settings.

Event Description	Number of Attendees	Food or Drinks	Event EHS Review	Proof of Vaccination (POV) or Recent Negative COVID-19 Test (PCR 2 days/ Antigen 1 day)	Face Coverings	Physical Distancing	Attendance List for Contact Tracing Purposes
Regular Indoor Events	< 500	Allowable	Not required	Not required	Strongly Recommended	Not required; maximize when possible	Recommended
Large Indoor Events <u>without</u> Food or Drinks	≥ 500	Allowable	Not required	Recommended	Strongly Recommended	Not required; maximize when possible	Recommended
Large Indoor Events <u>with</u> Food or Drinks	≥ 500	Allowable	Required at least three weeks prior	Recommended	Strongly Recommended	Not required; maximize when possible	Recommended
Indoor Mega-Event	≥ 1000	Allowable	Required at least three weeks prior	Recommended	Strongly Recommended	Not required; maximize when possible	Recommended
Regular Outdoor Events	< 10,000	Allowable	Not required	Not required	Recommended	Not required	Recommended
Outdoor Mega-Event	≥ 10,000	Allowable	Required at least three weeks prior	Strongly Recommended	Recommended	Not required	Recommended