



Channel Islands

CALIFORNIA STATE UNIVERSITY

INTERNAL EVENT GUIDANCE AND PROTOCOLS

Updated: 4/1/2022

The below information pertains to internal events only. These guidelines and protocols are applicable for 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). University sponsored events that are being held off campus at a non-CSUCI affiliated site must adhere to local public health guidelines as well as those in place by the specific facility.

Internal Events are defined as those that:

- 1) Are facilitated, co-sponsored, or planned by a division, area, auxiliary, or campus group, and
- 2) Utilize funds to facilitate the event from a campus or auxiliary accounting string, and
- 3) Use a campus or CSUCI affiliated location space or resource

Internal 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, but a speaker series sponsored by an academic program for the entire campus does apply under these guidelines.

CSUCI COVID-19 Internal Event Guidance

Events on and off campus are subject to the same guidelines as indicated by the [Beyond the Blueprint for Industry and Business Sectors \(Including Mega Events\)](#)

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

CSUCI COVID-19 Internal Event Protocols

The following internal protocols are required by the campus in an effort to ensure the health and safety of all participants. Divisions / areas / programs responsible for hosting the event hold accountability for ensuring protocols are implemented and guidelines are met. Questions on event guidance and campus protocols may be directed to [Environmental Health & Safety](#).

Event Planning and Approval

- All event requests must be submitted through the 25 Live system. The 25 Live system includes review by Environmental Health & Safety for instances where guest attendance exceeds 100. The entire review process, including review by Environmental Health & Safety, will take approximately three weeks.

Food and Beverage

- Pre-packaged boxed meals are advised, though buffet or family-style meals are allowed.
- Event attendees 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 in the event of a confirmed COVID-19 case on campus. RSVP and check-in data must be preserved for 60 days. At a minimum, contact tracing will require the collection of guests' full names, emails addresses, and phone numbers.
- If an event guest is showing symptoms of COVID-19, event staff will utilize the [COVID-19 informational form](#) to notify the campus immediately. The guest in question will be consulted with and if determined necessary, asked to leave. The spaces (tables, chairs, etc.) that the event guest touched will be cleaned (to the extent possible).

Vaccination Certification

Students and Employees:

- The RSVP and check in system must include a process for students and employees to declare that they are in compliance with current [CSU](#) and University requirements.

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 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](#).
- 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 must 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 area

planning the event to provide and make available. The University Events office will provide guidelines for the quantity of these supplies recommended for individual events.

- Events will require custodial services to ensure that event spaces are thoroughly cleaned before and after an event. As such, all events will require an approved plan for custodial services that complies with applicable local, state, and federal guidance. Consideration for such plans must include anticipated guest count, use of spaces such as restrooms, conference rooms, classrooms etc., and duration of the event.

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 and clean and disinfect between uses.
- Avoid sharing electronic devices and other equipment as much as possible.
- Event activities such as photobooth props must be cleaned regularly throughout the event.

Vendors

- All vendors will need to comply with the COVID-19 Professional Visitor and Safety Guidelines.

Communication

- In-person events should display health and safety reminders in prominent locations, as well as any applicable warnings, as appropriate. Event organizers are encouraged to communicate to participants in advance of and, as applicable, during the event.
- Event organizers 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 available).
- Event organizers 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