



Channel Islands

CALIFORNIA STATE UNIVERSITY

## EVENT GUIDANCE AND PROTOCOLS

Updated: 1/06/2023

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 should 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 department for the entire campus does fall under these guidelines.

### CSUCI COVID-19 Internal Event Guidance

This guidance is in alignment with the California Department of Public Health [Safe and Smart Events Playbook](#), which recognizes that COVID-19 will remain with us for the foreseeable future and provides best practices and recommendations for to produce safe and smart live events.

Events on and off campus are subject to the same guidelines as laid out by the [Beyond the Blueprint for Industry and Business Sectors](#) for Mega Events. 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 Internal Event Protocol

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 protocol may be directed to Environmental Health & Safety.

### Event Planning & Approval

All event requests must be submitted through the 25 Live system. [The 25 Live system includes review by Environmental Health & Safety in instances where indoor guest attendance exceeds 1,000.](#) The entire review process, including review by Environmental Health & Safety, will take approximately four weeks.

### Food and Beverage

- [There are no current restrictions](#)

### **Contact Tracing and Notification**

- An RSVP/check-in system is not required.
- If feasible, consider a mechanism for maintaining a list with contact information for all attendees, vendors, and staff to assist contact tracing notification efforts.
- 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.

### **Vaccination Certification of Guests/Negative Testing**

- It is strongly recommended for Indoor Mega Events for attendees to show proof of full vaccination or a negative COVID test taken within 48hrs, before being admitted to an event.
- For all events, encourage attendees to get tested immediately prior to or the same day of attending any event, to reduce the risk of COVID-19 transmission.

### **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 recommended for any large gathering or event.
- 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 should 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.
- Events should consider custodial services to thoroughly cleaned event spaces before and after an event. Consideration for such plans should include anticipated guest count, use of spaces such as restrooms, conference rooms, classrooms etc. and duration of the event.

### **Vendors**

- All vendors will need to comply with the current regulations, public health orders, and CSUCI COVID-19 protocols.

### **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 applicable).
- 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.

### **Attendee Considerations**

- Consider offering options for those attendees who are at high risk of severe disease, such as the elderly and immunocompromised (for example, virtual event options, reserved hours, etc.)