EVENT GUIDANCE AND PROTOCOLS FOR EXTERNAL GROUPS

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 in the June 15 reopening guidance.

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 ensure 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 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

- Eating and drinking at events with a guest count of 50 or more will only be permitted outdoors.
• All seating for individuals who are eating and drinking will need to ensure physical distancing of a minimum of 3’ to allow for proper distancing and comply with CDPH standards for vaccinated and unvaccinated individuals.

• Pre-packaged boxed meals are recommended in lieu of buffet or family-style meals. 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 contract 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 Guests

• All events require a RSVP system that allows for proof of vaccination or a negative COVID-19 test within 72 hours before an event and will be done at the sole expense of the External entity. Receipt of Proof of vaccination must be completed in accordance with the CDPH Vaccine Record Guidelines & Standards.
  
  o Self-attestation may not be used to verify status as fully vaccinated or as proof of negative test result for indoor settings. Verification is required.

Mask Wearing – Indoor / Outdoor Venues

• Masks are required indoors for everyone on campus and at affiliated locations (Santa Rosa Island Research Station, Channel Islands Boating Center, and Goleta instructional site) regardless of vaccination status, except when in an office alone or while eating or drinking while 3’ from others.

• Masks are required for all events with an anticipated guest count of 50 or more regardless of the venue. As such, this includes venues that are both indoors and outdoors and applies to both on campus locations as well as at an affiliated location (Santa Rosa Island Research Station,
Channel Islands Boating Center, or Goleta instructional site). Event guests are not required to wear a mask if they are in a room alone or while eating and drinking and physically distanced at a minimum of 3’.

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 between uses.

- Avoid sharing electronic devices and other equipment as much as practicable.

- Event activities such as photo booths should be wiped down and cleaned after each use.

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.