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, email 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 of Guests

- The RSVP and check-in system must include a process for guests to declare that they are in compliance with current CSU and university requirements for student and employee vaccination or testing. Guests are required to show proof of full vaccination or a negative COVID test taken within 48 hrs, before being admitted to an event.

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 after each use.
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.