COVID-19 Safe Events

Events are important to our community; they create jobs, provide entertainment and keep people connected to their community. However large events, including mass gatherings, present a high risk for COVID-19 transmission.

A new COVID-19 Safe Event Protocol has been developed to assist with returning events to the California State University, Sacramento, and provides guidance to event organizers to ensure that their event is COVID-19 Safe.

All event organizers will be required to develop a COVID-19 Safe Event Plan. All events will require full campus approval. Please note that Sac. County Health may need to approve events if the University deems this requirement.

COVID-19 Safe Event Plan

To help mitigate the risk, all event organizers must have a COVID-19 Safe Event Plan.

The COVID-19 Safe Event Plan must be in writing and received 60 days in advance for review. Additional changes may be required and updates received 30 days before check-in for event. Group coordinators should have a copy of the plan and must be able to produce copy upon request.

Daily Health Screening

- Do you have any of the following...fever, cough, shortness of breath, sore throat, nausea, diarrhea, loss of smell or taste? If YES, stay home.
- Have you come into close contact with someone who has a laboratory confirmed positive COVID 19 test within the past 14 days? If YES, stay home.

**Mandatory Safety Protocols**
- Face covering required
- Wash hands often with soap and water or sanitize hands
- I certify that I understand the Campus COVID-19 Safety Protocols, above, and agree to follow these protocols whenever I am on campus.

COVID-19 SAFE EVENT PLAN REQUIREMENTS: See form at the end of document

- Size of Group and Number of Attendees
- Duration of event
- Crowd density and flow arrangements
- Transport, arrival and departure arrangements to and from the event
- Interactions between attendees during the event
- Activities being undertaken in the event (Indoor/Outdoor)
- Capacity of event organizers to apply prevention and control measures
- Assessment of Event, including COVID-19 Safe Event Plan and Risk Management Plan
- Core considerations
- Risk Assessment and Management
- Face Coverings
- Health Monitoring
- Management plan to identify anyone who present with illness
- Consider how deliveries prior to, and during, the event might take place
Assessment of Event, including COVID-19 Safe Event Plan and Risk Management Plan

Quality of COVID-19 Safe Event Plan and risk mitigation planning, including any innovative approaches to managing risks.

Management of Attendees:
- Is the event seated or will attendees be free to move around, noting that seated events present higher risk?
- If movement is allowed, consider the flow of attendees to ensure interactions are minimized.
- Is there a defined and controlled boundary for the event?
- Is the event indoors or outdoors, noting that outdoor events present less risk?
- What is the movement within the building?
- Who oversees that attendees adhere to the guidelines once inside the building and physical distancing and face covering usage?

Pattern of attendance
- Ensure contact details are held for a period of 28 days, and are available to public health authorities to assist with contact tracing, if requested.
- Remember to document the contact details of anyone present such as attendees, staff, volunteers, guest, and all vendors.

Core considerations

Minimally, event organizers must consider the following public health measures in their planning.

- Ensure measures are in place to enable attendees, staff, volunteers, guests, and vendors to maintain good hygiene (hand washing, face coverings, physical distancing.
- Clear messaging to stay home if unwell and get tested
  - For attendees, staff, volunteers, guests, and all vendors.
- Regular venue cleaning and disinfecting, particularly for high touch areas by groups.
- Carefully consider crowd numbers, taking into consideration restrictions posed by the Public Health Agencies.
- Consider transport arrangements to, and from the event to reduce crowding on public transport (stagger ingress and egress, or consider the hiring of transport charter services to reduce transport risks).

Risk Assessment and Management

In planning an event, organizers should undertake a thorough risk assessment and put in place measures to mitigate the identified risks.

The risk management plan should be included as an annexure to the COVID-19 Safe Event Plan. Each conference event should have a separate risk assessment that is unique for their event. We encourage event organizers to source relevant risk assessment tools to assist them in their planning. The World Health Organization (WHO) has developed a series of tools that could be adapted to assist in planning for risks. It is also important for event planners to continue to review their risk assessments on a regular basis, and particularly if the situation deteriorates and requires further control measures to be put in place.

As a minimum, the risk assessment should consider:

- Identification of possible risks;
- Actions to be taken to minimize or reduce identified risks;
- Resources which can be utilized to assist in minimizing or reducing identified risks; and
• Planning for ongoing review of risks to ensure that these remain relevant.

PLANNING YOUR EVENT

• COVID-19 Safe Event Plan organizers have a primary responsibility for hosting a COVID-19 safe event. It is critical that all event organizers have in place a COVID-19 Safe Event Plan which identifies and seeks to minimize the risks posed by COVID-19 to but not limited to your attendees, staff, guests, contractors, volunteers, and the event should be guided by this Protocol.
• Event organizers should consult early with staff as they develop their COVID-19 Safe Event Plan to ensure they are aware of their responsibilities and are able to carry them out. The development of the COVID-19 Safe Event Plan is the responsibility of the event organizer, not of the operator of the event venue, noting that event venues will have a COVID-19 Safe Plan for the operation of their own business.
• Event organizers should also consult with venue owners and operators to ensure that their COVID-19 Safe Event Plans are consistent with public health measures in place at the venue.
• Remember that completing a COVID-19 Safe Event Plan does not replace your responsibilities under the CDC guidelines, local health agencies or California State University, Sacramento.

COVID-19 and testing prior to arrival

Do we require proof of vaccination of all conference commuters and overnight conference guests?

• For conferences where there is a third party producing the conference or event, we will require that they manage the process of checking vaccine status of their participants so that their participants are vaccinated, for the age groups for which the FDA has approved vaccines (currently 12 and up). We will ask the third party to attest that they check the vaccine status of their participants, and limit participation to those who are vaccinated, but the University or University Housing will not be directly checking the status of those who attend. For events and conferences produced by the University, we will require vaccination for participation and will check the participants directly.

• We expect that the vaccine mandate on campus will continue through the summer of 2022, so that this process of asking third parties to attest that they do check vaccine status and limit attendees to those who are vaccinated will continue.

• The requirement to be vaccinated currently depends on FDA approval of vaccination for the appropriate age group. We will also respond to any State mandate for the vaccination of minors in public schools. If the FDA approves vaccines for 5-18 YO and the State requires vaccination to attend public schools for ages K-12, we will match those age requirements using the process described above.

• Do we require parents attending day camp with participant to be vaccinated and show proof?
  o Yes
  o If drop off or short visit (10-20 minutes) – not required

• Minors and vaccinations - any restrictions on minors not vaccinated and being on campus?
  o See above- we will follow state mandates regarding which age groups are required to be vaccinated and which are not. Again, the responsibility for determining the vaccination status of participants is on the conference producer, not the University or University Housing. But if the conference producer will not or cannot determine the vaccination status of its participants their event will not be allowed on campus.
  o Follow Sac State guidelines, which will vary over time in response to future changes to State and County requirements for vaccination and participation.

• If staff/participants with a group are not vaccinated and are not willing to be vaccinated will we allow them on campus?
  o If the program allows for exemptions to vaccines, we will allow it (as long as it’s similar to ours-which currently allows for “religious exemptions” and “medical exemptions”) but in general, we...
will require adults who are working on campus in the capacity of a visiting conference staff or participant to be vaccinated.

- Minors who are not vaccinated and can’t wear a face covering due to medical or religious reasons, any restrictions with being on campus?
  - If the visiting conference policy allows exemptions for face coverings, we will allow it (as long as it’s similar to ours)
    - i.e. If exempt, we can provide alternatives to face coverings such as face shields with drapes

- If staff/participants with a group are not vaccinated, are we requiring them to get a COVID test before coming onto campus?
  - Yes, we would require that visiting conference organizers utilize the same safety programs as we use, or one that is more protective. This means we would ask that they test those from the organization who are participating or working the event or conference be required to be vaccinated, or tested at least twice weekly in order to participate on campus. We will ask the organization to attest that they are using this protocol, but the University or University Housing will not directly check vaccination status or directly test any participant. We will also require that conference organizers of events that involve overnight stays of participants have the ability to perform rapid COVID-19 testing on any participant or staff who are staying overnight on campus.

- Food will need to be delivered to quarantined and isolated attendees until their departure and coordinated during scheduled meal times by group coordinator. Housing Custodial staff will handle trash on behalf of the attendee to ensure that they meet isolation/ quarantine requirements. There will be no visitors permitted, including friends, families, or caretakers. Attendees will be asked to refrain from in-person contact.

Waiver and Release Of Liability

A Release of Liability, Promise Not To Sue, Assumption of Risk and Agreement To Pay Claims will be required for each guest attending the event. No guest/staff/volunteer will be allowed to stay without a completed signed form. Group coordinators may collect forms in advance and present at check-in, but responsibility lies on the group that each individual has a sign form. All minors will need to have a signed release form from a parent/guardian.

Face Coverings

Face Covering Requirements

On June 18, 2020, Gov. Gavin Newsom issued an executive order requiring everyone, with limited exceptions, to wear a face covering in all public areas, including common areas and indoor spaces.

- Our campus is a public area, and the expectation is that everyone on campus will abide by this public health mandate and keep one another as safe as possible. That means wearing a face covering when you are on campus.
- A face covering that covers the nose and mouth helps reduce the spread of coronavirus (COVID-19), and frequent hand washing. The use of a face covering limits the release of infected droplets when talking, coughing, or sneezing.

The following guidelines for face coverings (face coverings) within the Housing Complex:

- Face coverings by attendees, staff, volunteers, guests are mandatory in all common areas in the residence halls including, but not limited to; lounges, lobbies, elevators, computer labs, fitness center, recreations rooms, restrooms, and the like. Note: This does not mean all common areas will be available to guests, only that face coverings are required for spaces that are approved for use.
- Encourage attendees, staff, volunteers, guests ahead of the event to bring an adequate amount of face coverings to wear while attending the event.
- Face Coverings are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, singing).

**Hand Hygiene and Respiratory Etiquette**

- Require frequent handwashing (e.g., before, during, and after touching items/surfaces) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- If soap and water are not readily available, conference groups should use hand sanitizer that contains at least 60% alcohol and rub their hands until dry. It is the responsibility of the conference group to bring hand sanitizer for their event. Each hall lobby has a hand sanitizer station.
- Encourage attendees to cover the mouth and nose with a tissue when coughing and sneezing. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Physical contact such as handshakes, fist bumps, and high-fives should be discouraged. Follow signage (physical and/or electronic) that discourage these actions during the event.

**Adequate Supplies**

Ensure your group has adequate supplies to support healthy hygiene behaviors. Supplies include hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, face coverings (as feasible). Disposal of items should be placed in trash cans.

- Review posted signage (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a face covering.
- Include messages (for example, handout, website, email, registration and/or videos) about behaviors that prevent spread of COVID-19 when communicating with attendees/staff/volunteers (such as on your event website and through event social media accounts).

**Meals**

Contact The Servery at the Dining Commons for more information about meals, meal contracts and COVID-19 requirements. Call for more information: (916) 278-7502 or The Servery at the Dining Commons website: ([https://www.dining.csus.edu/dining-commons/summer-conferences/](https://www.dining.csus.edu/dining-commons/summer-conferences/))

**Linen Service**

Linen service will be offered for summer 2022. Guests may bring their own linens/bedding. Attendees that bring their own linens should be freshly laundered. Sleeping bags should be laundered if stored or placed in hot dryer to sanitize prior to arrival.

**Staff Duty Schedules and Rounds**

- Conference Assistants (CA) will continue to perform building and building perimeter rounds using face coverings.
- Hand sanitizer will be available at each front desk.
- CAs will confront violations of the attendees following University Housing Services Code of Conduct and assistance in emergencies and/or crisis situations utilizing social distancing and face coverings.

**Service Areas and Common Spaces Guidelines**

- Face coverings will be mandatory at all times.
- Sanitation and cleaning schedules will be based on use schedules.
- Sanitization supplies will be placed in service areas available for attendee use.
• Residence hall fitness center and cardio room, recreation rooms, computer labs, study rooms will be closed to direct access.
• Residence hall front desks will include the following requirements:
  o Face coverings are mandatory, and hand sanitizer required.
  o Reservation system utilized for checking out cleaning supplies.
  o Maintenance requests will be taken over the phone vs. face-to-face requests.

Conference Group Staff or Participant That Take Ill Or Contract Covid During Their Time On Campus For Summer Conferences

• If someone gets sick, and tests positive for COVID-19 they must leave campus immediately (as soon as possible, i.e. as soon as a parent/guardian can be notified and come and pick the person up, the conference organizers should have an emergency contact for each participant) after the positive test result is determined. We will not house them in quarantine on campus. The University or University Housing will not provide testing for a third-party event or conference organizers, but we will require that the organizers have the means to rapidly test their participants on-site if they are staying overnight.
• Consider how they can be safely transferred from the event to appropriate transport.
• Ensure staff know what to do if an event attendee or staff member presents to them with symptoms.
• Compliance and enforcement of procedures will need to be followed.
• All other regulatory requirements must be followed.

Registration – Check-In Process
• Look at staggering start times to avoid congestion at registration.
• Ensure appropriate staff are in place to assist attendees on following guidelines for check-in.
• Create additional exit points to allow crowds to disperse.
• Registration/Check-In may be conduct outdoors to avoid indoor crowds
• Parents/guests may not be permitted to enter buildings to limit congestion during registration, if indoors. If outdoors – physical distancing will be in place and only attendee may approach check-in area.
• Public restrooms may not be accessible due to the cleaning schedule and limitation of guests within buildings.
• Attendees and staff may be required to wear a wrist band to help identify who has access to specific buildings. Attendees from other buildings will not have access to other buildings other than their own specific building (no visiting allowed).

Multiple sessions (with different attendees attending) can be held throughout a day, but there must be sufficient spacing between sessions to ensure that attendees do not come together, and to allow a thorough cleaning of the premises between sessions (**72 hours required before a room can be re-occupied**). If multiple sessions are to be held, event organizers should consider a lesser number of attendees for each session and work with Conference Coordinator to ensure room/beds are available for next session.

Strategies before, during and after the event:
• Consider the layout of the event.
• Ensure that there is appropriate floor space and/or distancing of furniture to comply with physical distancing requirements.
• Furnishings have been limited within buildings and signage posted of COVID-19 rules and regulations.
• Consider whether there will be a registration desk and how this will be appropriately managed for staff and attendee safety.
• Consider how to reduce crowding and points of congregation (for example, in the bathroom amenities and food and beverage service areas).
• Consider physical distancing between groups and limiting the interaction of people who do not know each other.
• Ensure attendees, staff, volunteers follow floor markers and signage as well as other controls to promote physical distancing requirements.
• Consider whether additional personnel are required to assist with flow of attendees and to ensure control of crowds.
Registration – Check-Out Process
Check-Out process: A keyboard with room #s and hooks will be created and group coordinators will be responsible to place key and fob onto corresponding hook with room # at the top. Ensure all keys/fobs are returned at check-out. Any key/fob not returned at check-out will be charged $30.00/each and billed to group. Group coordinator will return keyboard to front desk of Housing Conference Services and conference staff will verify that all keys/fobs are returned. Allow up to 45 minutes for the check-out process.

Roster and Changes
- Rosters will be required one week prior to arrival – no substitutions after that time.
- Once roster is received, attendee will be assigned to room specified by group and uploaded within our software system and this information is used for registration check-in.
- Conference Staff will individually check-in each guest and issue assigned room key and activate electronic access key upon successful completion.

Signage
- Read, review and follow information on signs posted throughout complex relating to COVID-19.
- Do not remove or cover-up any signage posted.

Parking and transport arrangements to and from the event
- Consider developing a transport plan to and from event for attendees to reduce crowding. Map will be provided and marked.
- How will crowd movement be monitored and managed.
- Attendees should follow directional signage to and from parking lot to designated check-in area and following Covid-19 protocols.

Consider how deliveries prior to, and during, the event might take place
- Ensure deliveries are contactless wherever possible with delivery drivers to remain in vehicles where possible and minimize physical interaction with workers.
- Face coverings required for all delivery drivers
- Deliveries must be coordinated in advance and outdoor drop off location will be scheduled. Minimize deliveries during the event.
- Use electronic paperwork wherever possible. If a signature is required, discuss providing a confirmation email instead, or taking a photo of goods onsite as proof of delivery.
- Consider staff training in COVID-19 and safe event practices.
- If private contractors or suppliers are being engaged they will need appropriate training and their own COVID-19 Safe Event Plan.

COMMUNICATION SYSTEMS:
Put systems in place to:
- Encourage attendees/staff/volunteers to self-report to event officials or a COVID-19 point of contact if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19.
- Advise attendees/staff/volunteers prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.

Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event attendees/staff/volunteers. Tailor information so that it is easily understood by various audiences and is available in alternative formats and languages.
Contingency planning

- Consider what plans or actions might be taken if the situation worsens (i.e. event postponement or cancellation) and Covid-19 restrictions are tightened.
- Read License Agreement for specific language and cancellation.
UNIVERSITY HOUSING SERVICES - HOUSING CONFERENCE SERVICES
COVID-19 SAFE EVENT PLAN FORM

Online form: Covid-19 Safe Event Plan Form

NAME OF GROUP:

OFFICIAL NAME OF ORGANIZATION:

NAME OF GROUP COORDINATOR/LEADER FOR EVENT:

PHONE:       EMAIL:

ARRIVAL DATE:       DEPARTURE DATE:

# OF NIGHTS

# OF ATTENDEES       # OF STAFF

PURPOSE OF EVENT:

CROWD DENSITY AND FLOW ARRANGEMENT:

TRANSPORT, ARRIVAL AND DEPARTURE ARRANGEMENTS:

INTERACTIONS BETWEEN ATTENDEES DURING THE EVENT:

ACTIVITIES BEING UNDERTAKEN IN THE EVENT (INDOOR/OUTDOOR:

CAPACITY OF EVENT ORGANIZERS TO APPLY PREVENTION AND CONTROL MEASURES:

ASSESSMENT OF EVENT, INCLUDING COVID-19 SAFE EVENT PLAN AND RISK MANAGEMENT PLAN:

CORE CONSIDERATIONS:

RISK ASSESSMENT AND MANAGEMENT:

FACE COVERINGS:

PHYSICAL DISTANCING:

HEALTH MONITORING:

MANAGEMENT PLAN TO IDENTIFY ANYONE WHO PRESENT WITH ILLNESS:

PARKING AND TRANSPORT ARRANGEMENTS TO AND FROM THE EVENT:

CONSIDER HOW DELIVERIES PRIOR TO, AND DURING, THE EVENT MIGHT TAKE PLACE:

CONTINGENCY PLANNING:

COMMUNICATION SYSTEMS:

RETURN FORM TO:
HOUSING CONFERENCE SERVICES
EMAIL: LOERAJ@CSUS.EDU