



Channel Islands

CALIFORNIA STATE UNIVERSITY

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 on February 7, 2022](#).

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 (uascatering@csuci.edu) 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

- Pre-packaged boxed meals are suggested, though buffet or family-style meals are allowed.
- 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 contact 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 persons attending Mega Events are required to provide identification and either proof of being fully vaccinated or a negative COVID test prior to entering the event. Antigen testing must occur within 24 hours or PCR tests within two days prior to the [Mega Event](#). Pre-entry negative testing must be conducted within one day for an antigen test and within two days for a PCR test prior to entry into an event. Results of the test must be available prior to entry into the facility or venue. Children under 2 years of age are exempt from the testing requirement, consistent with CDC guidance.
- The RSVP and check in system must include a way in which guests can 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 48hrs, before being admitted to an event.
- All events require a RSVP system that allows for proof of vaccination or a negative COVID-19 test within 48 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](#).
 - A. Visitors, Vendors, General Contractors, or Construction Contractors and their employees are required to verify by agreeing to the terms of the agreement/contract with CSUCI that all individuals (themselves, employees, subcontractors and agents) visiting and/or working on CSU Channel Islands or affiliated site are:

- Fully Vaccinated and have shown proof of the vaccination or have a qualified medical or religious exemption.
 - 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.
- For people that have a qualified medical or religious exemption, you and or your organization is required to confirm that you, and/or employees, subcontractors, and agents are testing negative, within 48 hours of an event on CSUCI and at affiliated locations.

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 are highly recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.
- 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 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.
- Identify and regularly clean frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, and bathroom surfaces.

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.