



April 18, 2022

CSUB EVENTS POLICY: GUIDANCE FOR INTERNALLY HOSTED EVENTS
SPRING AND SUMMER 2022

This following interim events policy is subject to change as CSUB stays current with public healthcare guidelines as well as recommendations from governing bodies. The purpose of this policy is to provide guidance to all CSUB departments, organized groups, and clubs in planning events on campus. CSUB has the right to adjust policies at any time based on campus health and safety.

Internally organized CSUB events that are open to the public do not have capacity limits or specific physical distancing restrictions and are allowed on campus in alignment with the protocols listed below. This guidance applies to events and activities including, but not limited to, celebrations, lectures, forums, performances, social gatherings, speaker presentations, and conferences. It does not apply to academic classes, research activities or normal, daily campus operations.

The protocols are in alignment with guidance from California Department of Public Health (CDPH) and in some cases surpass state and county requirements. This policy is based on local metrics that show the spread of infection of COVID, along with consideration of all other safety issues.

Indoor events open to the public–

Face masks: Masking is heavily encouraged, but no longer required at indoor events of any size. It is strongly recommended and encouraged those attendees at indoor events wear masks when they are in queue for event entry, food or any other setting in which it is difficult to maintain a distance of at least three (3) feet from other unmasked attendees and not eating or drinking indoors.

Guests: Event organizers will be responsible for making the following verifications for entry and affirming in writing to the facility scheduler and events assessment team that they have done so.

Capacity:

- Any event that is open to the public (guests who are not CSUB students, faculty, or staff) will be reviewed three (3) weeks prior the event's start date by the Emergency Operations Committee and the Events Safety Assessment team, determining the need to require all guests to show proof of full vaccination or proof of negative COVID-19 test. This determination will be established by the assessment team and the event on-site contact will be notified by a member of the assessment team.
 - If it is determined that the event must require attendees to show proof of full vaccination or proof of negative COVID-19 test, the following protocols must be followed.

- CSUB students, faculty and staff attending an indoor event must be cleared for campus with pre-approved proof of vaccination or approved exemption and provide proof at event check-in.
- Non-affiliates/off-campus guests – those attendees who are not members of the CSUB community – must show proof of being fully vaccinated or proof of a negative COVID-19 test (Antigen test – 24 hours, PCR test – 48 hours).
 - Results of both PCR and antigen tests are acceptable as proof.
 - Attendees over the age of 18 who are providing proof of vaccination or test must provide a valid photo ID.

Food and drink: Eating and drinking is permitted at indoor events via the following methods –

- Food and beverage can be provided to guests via to-go or individually packaged containers.
- Food and beverage can be served by an approved caterer via waiter service with a plated meal or passed appetizers.
- Buffet service is only permitted if served by approved catering staff. Display or self-serve buffet is not permitted at this time.
- Masks are heavily encouraged when not eating or drinking food indoors.
- Social distance seating is strongly encouraged for indoor events serving food and beverages.

Outdoor events open to the public –

Face masks: Masks are not required at outdoor events and activities, but it is recommended and encouraged those attendees wear masks when they are in settings in which it is difficult to maintain a distance of at least three (3) feet from other unmasked attendees.

Guests:

- CSUB students, faculty and staff attending an event must be cleared for campus with pre-approved proof of vaccination or exemption.
- Non-affiliates/off-campus guests – It is heavily encouraged that those attendees who are not members of the CSUB community are fully vaccinated and do not attend campus activities if feeling ill or have recently tested positive for COVID-19.

Capacity: Proof of COVID-19 vaccination or negative test is required for all guests if a mega-event, outlined by the CDPH, is held outdoors on the CSUB campus.

Food and drink: Eating and drinking is permitted at outdoor events via the following methods –

- Food and beverage can be provided to guests via to-go or individually packaged containers.
- Food and beverage can be served by an approved caterer via waiter service with a plated meal or passed appetizers.

- Buffet service is only permitted if served by approved catering staff. Display or self-serve buffet is not permitted at this time.
- Social distance seating is strongly encouraged for outdoor events serving food and beverages.

Proof of COVID-19 vaccination or negative test –

Event hosts of Indoor events that require proof of vaccination or negative test are responsible for the enforcement and adherence to the vaccination and testing requirements for event guests explained in this policy.

If it is determined that an outdoor event (outside of the mega-event requirements) is a high-risk event, the event host must require guests to show proof of vaccination or negative test for entry. The host is responsible for the enforcement and adherence to the vaccination and testing requirements for event guests as well as proper communication of specific event policy.

Required and documented training regarding the proper verification of compliance documents is required to be completed by those employees responsible for vaccination and testing verification at events. This training is provided online at www.csub.edu/events via the CSU Learn training website.

Non-student, full-time CSUB employees who complete the required training are authorized to be used for verification of compliance at the event. Paid, student employees may be used for verification with direct oversight by a full-time staff member available throughout the entire event.

Communication to event guests –

Proper communication to all guests of requirements is required by the event management and host. Clear signage notifying those in attendance of possible risks of COVID-19 should be prominently displayed at the main even entrances. Signage notifying guests of requirement to show proof of vaccination or negative test when applicable and masks requirement should be prominently displayed at the event.

This policy was written by Elizabeth Fergon, Director of Events, reviewed by the EOC Planning Team, Events Assessment committee and approved by the CSUB President and the President's Cabinet. Revised on April 18, 2022.