



# SAN DIEGO STATE UNIVERSITY

## **COVID-19 Campus Activities Policy**

**Fall 2021**

As San Diego County and the State of California have permitted gatherings and events, San Diego State University has implemented the health and safety protocols outlined below for all events and activities held on campus between August 16, 2021 and September 30, 2021.

These protocols are divided into two sections: Event Requirements and Recommended Guidelines. By scheduling an event at San Diego State University, parties are agreeing to follow Event Requirements. Failure to comply with these requirements may result in cancellation of the event.

This guidance applies to all events, to include but not limited to departmental events, events hosted by student clubs and organizations, and also mega events, including those hosted and managed by outside entities.

*The university may revise this policy at any point during the fall 2021 semester, based on current public health recommendations.*

### **EVENT REQUIREMENTS**

The expectations outlined in this section are not optional for parties hosting events at San Diego State University; the requirements pertain to events hosted by both internal and external groups. These requirements apply to all university-affiliated events, whether they are hosted on or off campus.

Failure to comply with these requirements may result in cancellation of the event at any time, including during the event.

These requirements are in addition to all other university policies pertaining to events, as well as the [Event Application System](#) (EAS) process for Recognized Student Organizations and outdoor space requests.

### **EVENT ATTENDEES**

Attendees must be advised that they are not to attend any event or come to SDSU's campus if they have any signs of illness — whether COVID-19 related or other — or if they are currently under an order to isolate or quarantine.

### **RESPONSE TO SUSPECTED OR CONFIRMED COVID CASES**

Event organizers must work with university staff to designate a specific location for isolation of any attendee who becomes ill while on campus and/or during an event. Any attendee exhibiting signs of illness consistent with COVID-19 must be either sent home if they are local to the San Diego area or isolated. They must be directed to leave campus immediately and not return until cleared by a medical provider. University students and employees must seek testing and follow campus clearance protocols.

Participants who are unable to leave campus themselves (under 16) must have a parent/guardian immediately notified. The parent/guardian must pick up the participant as soon as possible. They must not return until cleared by a medical provider.



Event organizers must [notify the university immediately](#) (within two hours of notification) of a suspected or confirmed COVID-19 case and are expected to work with university staff and the local health authority to make determinations on any public health actions that are needed. This may include, but is not limited to:

- Quarantine of a specific cohort or specific attendees
- Suspension of the event
- Suspended use of a specific facility, pending disinfection

### **POST-EVENT HEALTH REMINDER**

If event organizers become aware of any case of COVID-19 that is connected to the event, including any guests who test positive within fourteen days of the event, they must notify the university immediately using the [Case Reporting Form](#) immediately (within two hours of learning of the positive case) and participate in contact tracing, notifications, and other public health measures as deemed necessary by the local health authority.

### **GENERAL HEALTH PRECAUTIONS**

- All attendees who are eligible are encouraged to receive the COVID-19 vaccine as soon as they are able, if they have not already. Information is available on the SDSU COVID-19 site on ways to [access vaccinations on and off campus](#). This information should be widely shared.
- All university employees and students are required to maintain campus clearance in order to attend any university sponsored events or activities, regardless of location.
- When indoors, do not open all doors and windows in an effort to increase air flow as a safety precaution. The university's HVAC and filtration systems are most effective when windows and doors are closed and the system is able to filter and circulate air.
- All attendees will be required to wear face coverings at all times in accordance with the university's [facial covering policy](#). No group scheduling an event at SDSU may require removal of facial coverings by any or all attendees.

### **MEGA AND LARGE SCALE EVENTS**

Mega events are defined by the State of California as events with more than 10,000 attendees for outdoor events or more than 5,000 attendees for indoor events. Such events requested for scheduling prior to September 30 require specific approval from the University's COVID Coordination Team in order to proceed.

Large scale university events with greater than 250 attendees are required to maintain facial coverings for all attendees, including event organizers. Events with more than 250 attendees may be subject to additional approvals as part of the event approval process and event organizers may be required to provide COVID-19 prevention plans in order to host their event at SDSU. If event organizers intend to have events with 250 people or more, and they are not already participating in the Event Application System process, they must contact the Center for Student Organizations & Activities at [sll@sdsu.edu](mailto:sll@sdsu.edu) at least one month in advance of their event for review.

### **FOOD AND BEVERAGE**

Event organizers are strongly expected to implement the following as it pertains to food and beverage at events:

- For large scale events, boxed meals or plated meals must be served rather than buffets.
- Designated person(s) should serve food to attendees rather than having them self-serve, particularly if food is not individually portioned (i.e. when serving pizza at an event or when circulating hors d'oeuvres).
- Potlucks are not permitted at this time.
- Ideal beverage service is in single or factory-sealed containers.



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- If using a water bottle refill station or other beverage dispenser that requires physical contact to activate (i.e. pressing a lever or pushing a button), make hand sanitizer available for attendees to sanitize before and after touching any mechanisms required to activate the dispenser.
- Communal beverage service, such as punch bowls, is not permitted at this time.
- If attendees are allowed to have multiple servings, new plates or cups must be used for each serving.
- Attendees must not share food or beverages.
- If hosting vendors who will be providing food, they must follow the above guidelines.

For attendees who are unvaccinated and required to wear facial coverings while indoors or when outdoors and unable to maintain six feet to distance, facial coverings may be removed immediately before eating and must be replaced immediately after.

In addition, events in Montezuma Hall where attendees will be eating and, therefore, unmasked, will require attendees to be physically distanced and dine 6ft from other attendees.

### **EVENTS WITH MINORS**

Event organizers should note that minors under the age of 12 are presently unable to be vaccinated and, as such, are required to wear facial coverings. For events where minors (who are not enrolled students) will be attending and a parent or guardian will not be in attendance through the duration of the event, event organizers are expected to consult with Jessica Rentto at [jrentto@sdsu.edu](mailto:jrentto@sdsu.edu) for additional protocols that may need to be implemented. This guidance does not pertain to events with enrolled students who are still minors.

### **EVENT RECOMMENDATIONS**

The below criteria are recommended for hosting events at San Diego State University. This includes events hosted by both internal and external groups. Event organizers are encouraged to consider the current public health climate and their audience when planning events. Some audiences may feel more comfortable with increased precautions, particularly during the initial period of repopulation to campus.

### **EVENT LOCATIONS**

Event organizers are encouraged to consider outdoor events, particularly for events larger than 250 attendees or where there is a significant portion of attendees who are not SDSU-affiliated and therefore would not have vaccines or testing on file, but indoor events are permitted. Event organizers are also encouraged to consider scheduling events in spaces that allow attendees to utilize a degree of physical distancing if they so prefer, particularly during the initial campus repopulation period.

While campus space and capacity may result in some limitations, event organizers are encouraged to work with the university's various event planning and space reservations teams on options that may best suit their event and make the event as comfortable as possible for attendees.

### **EVENT ATTENDEE LISTS**

Event organizers should maintain a documented attendee list for each day of the event and have it available for public health officials, if needed. Event organizers should maintain the first and last names and email addresses for all participants, and Red ID and SDSU ID information for students.

Events planned by university event organizers cannot require that employees or students present their specific vaccination or testing status in order to attend. Event organizers may require that attendees show their campus clearance indicator in order to attend the event.



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Event organizers are strongly encouraged to be conscientious when planning events and implement COVID-19 precautions in accordance with who is attending. For instance, event organizers may plan differently for an event with only SDSU employees and students, knowing these individuals are all required to participate in the university's campus clearance process, as compared with precautions that might be utilized when an event includes the general public.

### **GENERAL HEALTH RECOMMENDATIONS**

- Consider providing a hand sanitizer station or stations and make it available to attendees.
- Minimize activities that require a high degree of physical contact between attendees.
- Attendees should be encouraged to use good health prevention practices, including hand-washing or use of hand sanitizer.
- Limit sharing of equipment.

### **CHOOSING YOUR MODALITY**

Event organizers are encouraged to consider both in-person and hybrid options when planning for events. Hybrid options may allow for increased participation, particularly in the early period of repopulation.

### **QUESTIONS AND GUIDANCE**

For questions regarding these guidelines, please contact the Center for Student Organizations & Activities at [sll@sdsu.edu](mailto:sll@sdsu.edu).