

These protocols have been created to help event planners, clubs and other organizations ensure COVID-safe University events. These requirements are not intended for departmental meetings, course related activities and other day-to-day in-person operations.

Hosting organizations, departments, and student clubs are responsible for:

RESERVATIONS (On-Campus Events)

- Contacting Facilities Reservations to reserve space (if applicable). For more information visit <https://www.csuchico.edu/fres/event-planning.shtml>
- Contacting Student Life & Leadership to reserve space for tabling
- Contacting AS Conference Services for reserving space in the Bell Memorial Union (BMU)

COVID-19 PROTOCOLS: (On & Off-Campus Events)

- Encourage all attendees to complete daily screening before coming to the event
- Ensuring there are adequate hand sanitization or hand washing stations for attendees
- Contacting the office of Risk Management to review event details

VISITORS (On Campus Events)

Per CDPH guidelines, masks will still be required at the WellCat Health Center.

FOOD (On & Off Campus Events)

A [food serving permit](#) is required when your meeting/event is open to the campus community and/or general public (i.e. food is **not** just for your department or organization). For on-campus events, submit to EHS 5 days in advance. Food serving permit not needed if meeting/event is in a closed setting (only members of your department or group are attending). For off-campus events contact the office of Risk Management (530-898-6588).

The Do's:

- No distancing required while eating
- Event host should set up an area where anyone who chooses can distance while eating
- Self-serve buffet allowed

ALCOHOL

Alcohol service at university sanctioned events must be approved through the University Public Engagement (UPE) office and through Risk Management. For more information visit <https://www.csuchico.edu/upe/alcohol-policy/index.shtml>.