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 and at select events at Laxson Auditorium. Visitors must follow the mask requirements of the location/event.

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.