



COVID-19: Large Events, Gatherings, Small Events and Recruitment and Campus Visitations Effective Immediately

This November 9, 2020 operational directive update serves as an amendment to the August 18, 2020 operational directive regarding Large Events, Gatherings, Small Events, and Recruitment and Campus Visitations. Guidance will continue to be updated as local, state, federal, and CSU requirements evolve.

University and Auxiliary sponsored activities, events, meetings, and gatherings on and off campus may be approved on a very limited basis in accordance with current Federal, State, County and CSU guidelines.

Please visit the [FRES](#) website for stateside use, [AS Conference Services](#), or [CSE](#) Travel to review the current restrictions and the process for obtaining approval.

This August 18, 2020 operational directive update serves as an amendment to the July 7, 2020 operational directive regarding Large Events, Gatherings, Small Events, and Recruitment and Campus Visitations. Guidance will continue to be updated as local, state, federal and CSU requirements evolve.

Indoor Events, Gatherings, and Activities

In accordance with the California Department of Public Health guidance for Institutions of Higher Education, while Butte County remains on the State County Monitoring List, all in-person, indoor student activities, meetings, group events or gatherings are prohibited except for approved, specialized instruction. This applies to the use of Chico State, Chico State Associated Students, Chico State Enterprises and Chico State Housing facilities. Face to face interactions for one-on-one advising, or other essential campus operations, may be permitted after completing the return to campus process and establishing proper health and safety protocol.

Outdoor Events, Gatherings, and Activities

In-person, outdoor student activities, meetings, group events or gatherings *may* be allowed on a case-by-case basis, subject to the Exception Process described below, as well as all current, local, state and CSU guidelines. Exceptions may be granted on a very limited basis.

Off Campus Events Sponsored by Campus Organizations

Events sponsored by Chico State or organizations affiliated with Chico State will abide by the same restrictions outlined in this directive when sponsoring events or activities at off-campus locations and venues.

Process to Request an Exception

- Requester must complete and submit an Event Request Facilities Reservations and Event Services for on-campus events or activities. Requestor must submit a Request for Waiver of Liability form for off-campus events or activities.
- Request must clearly demonstrate why this in-person gathering is essential and that the event or activity goals cannot be met through virtual delivery.
- Requests must have the approval of a Vice President or Dean.
- An event assessment must be documented that demonstrates consideration for the following items as they relate to the health and safety of attendees, staff, and presenters if applicable:
 - Social distancing: allows for 48 sq. ft. per person in queuing, seating, serving, and gathering
 - Face masks must be required when indoors and when outdoors and social distancing cannot be maintained.
 - Sanitation and disinfection protocols must meet CDC standards
 - Food and beverage service must meet CDPH industry standards
 - Restroom capacity ensures social distancing
 - Communication plan, including communication to mitigate attendance by persons in high risk categories
 - Attendance log
 - Appropriate consideration for the risk to attendees, staff, campus, and community.
- All assessments and safety protocol for on-campus events or activities will be reviewed and approved by Environmental Health and Safety. All assessments and safety protocol for off-campus events or activities will be reviewed and approved by Risk Management.
- Once approved, EHS or Risk Management will monitor the process of the event, ensure items of concern are addressed, and to look for improvements for future events.

Recruitments and Campus Visitations

Recruiting

Potential Employee Recruitments – All applicant in-person interviews for non-essential staff and administration employment vacancies are suspended until further notice. Until further notices, Campus Vice Presidents must approve and seek Presidential approval to host an applicant on campus. Questions about current vacancies should be directed to Employment Services or the Office of Academic Personnel as appropriate.

Student – all types of in-person student recruitment (non-employment) are suspended until further notice. This includes campus tours and off-campus recruiting. Any employee currently engaged in off-campus recruiting must cease in-person recruitment immediately.

Campus Visitations

Departments sponsoring programs that invite members of the public to campus are advised to suspend those programs until further notice. In addition, the CDPH Guidance for

Institutions of Higher Education directs campus to limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus.

Resources

California Recovery Road Map

<https://www.gov.ca.gov/wp-content/uploads/2020/04/Update-on-California-Pandemic-Roadmap.pdf>

Butte County Reopening Plan

<https://www.buttecounty.net/ph/ButteReopens>

CDC Events and Gatherings

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

CDC High Risk Categories

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

CDPH Guidance for the Prevention of COVID-19 Transmission for Gatherings

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/CDPHGuidanceforthePreventionofCOVID19TransmissionforGatherings.aspx>

CDPH Industry Guidance Institutions of Higher Education

<https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

Request for Waiver of Liability Form

<https://csuchico.app.box.com/s/cu6174pd02us01va8ffk0qe3row9vf1r>

Event Request Facilities Reservations and Event Services

Chico State Large Campus Venues

Laxson Auditorium

Harlan Adams Theater

Zingg Recital Hall

Wismer Theater

Roland Taylor Hall

BMU Auditorium

Trinity Commons

Colusa Hall

Farm Pavilion

Acker Gym

Shurmer Gym

Nettleton Stadium

Soccer Stadium

Softball Stadium

University Stadium

University & Intramural Fields

This July 7, 2020 operational directive update serves as an amendment to the March 16, 2020 operational directives regarding Chico State events including Large Events, Gatherings, Small Events, and Recruitment and Campus Visitations.

Large Events and Gatherings

The use of Chico State, Chico State Associated Students, Chico State Enterprises and Chico State Housing facilities to host public or private events at capacities **over 50 persons** at one time and in one place will be restricted until the County and the State determine that Butte County has reached Stage 4 of the [State of California Recovery Road Map](#), where therapeutics have been developed and are widely available in Butte County.

Small and Medium Sized Events

In-person gatherings are the exception to the mandated virtual delivery of services. Exceptions will be granted on a very limited basis.

Small and medium sized events, both public or private, indoor or outdoor, that do not reach the gathering and large event threshold of 50 attendees may be considered during Stage 3 of the California Recovery Road Map and in Stage 3 of the Butte County Reopening Plan. These events at Chico State must be approved using the below process. This includes recruitments and campus visitations.

Process to Request an Exception

- Requester must complete and submit an Event Request Facilities Reservations and Event Services.
- Request must clearly demonstrate why this in-person gathering is essential and that the event goals cannot be met through virtual delivery.
- Requests must have the approval of a Vice President or Dean.
- An event assessment must be documented that demonstrates consideration for the following items as they relate to the health and safety of attendees, staff, and presenters if applicable:
 - Social distancing: allows for 48 sq. ft. per person in queuing, seating, serving, and gathering
 - Face masks must be required
 - Sanitation and disinfection protocols must meet CDC standards
 - Food and beverage service must meet CDPH industry standards
 - Restroom capacity ensures social distancing
 - Communication plan, including communication to mitigate attendance by persons in high risk categories
 - Attendance log
 - Appropriate consideration for the risk to attendees, staff, campus, and community.
- All assessments and safety protocol will be reviewed and approved by Environmental Health and Safety.
- Once approved, EHS will monitor the process of the event, ensure items of concern are addressed, and to look for improvements for future events.

Off Campus Events Hosted by Campus Organizations

Events hosted by Chico State or organizations associated with Chico State will abide by the same restrictions outlined in this policy when hosting events at off campus locations and venues. Namely that, gatherings and large events are not allowed until California reaches Stage 4 of the California Recovery Road Map and small and medium sized events be restricted to less than 50 attendees and meet the criteria outlined in the policy.

Recruitments and Campus Visitations

Recruiting

Potential Employee Recruitments – All applicant in-person interviews for non-essential staff and administration employment vacancies are suspended until further notice. Until further notices, Campus Vice Presidents must approve and seek Presidential approval to host an applicant on campus. Questions about current vacancies should be directed to Employment Services or the Office of Academic Personnel as appropriate.

Student – all types of in-person student recruitment (non-employment) are suspended until further notice. This includes campus tours and off-campus recruiting. Any employee currently engaged in off-campus recruiting must cease in-person recruitment immediately.

Campus Visitations

Departments sponsoring programs that invite members of the public to campus are advised to suspend those programs until further notice.

Definitions

Large Events and Gatherings– Any event whether indoor or outdoor that has possible attendance of 50 or more persons.

Small and Medium Sized Events – Any event whether indoor or outdoor that has possible attendance of between 20 and 50 persons.

Public Events – Any event that is open to the campus community or the Chico at large community to attend whether an admission price is charged or not.

Private Events – Events that are restricted to an invited group of attendees.

Resources

California Recovery Road Map

<https://www.gov.ca.gov/wp-content/uploads/2020/04/Update-on-California-Pandemic-Roadmap.pdf>

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Wismer Theater
Roland Taylor Hall
BMU Auditorium
Trinity Commons
Colusa Hall

Farm Pavilion
Acker Gym
Shurmer Gym
Nettleton Stadium
Soccer Stadium
Softball Stadium
University Stadium
University & Intramural Fields

This March 16, 2020 operational directive update serves as an amendment to the March 12, 2020 operational directive regarding the cancellation and postponement of Large Events and Mass Gatherings. In addition to the events specifically identified in the earlier emergency directive Choose Chico, scheduled for April 4, 2020 has been cancelled.

- No gatherings on campus with more than 50 persons in attendance.
- Small Gatherings should only be continued if they can be carried out with adherence to CDC guidelines for protecting vulnerable populations, hand hygiene and social distancing.
- If the event or meeting is not essential to the primary directive of supporting student education than hosts should consider canceling.

This March 12, 2020 operational directive informs the campus community on the cancellation and postponement of Large Events and Mass Gatherings.

The University is guided by directives from the California Department of Public Health, Centers for Disease Control and Prevention, Butte County Health Department and guidelines from the CSU Chancellor's Office. The most recent guidelines from California Department of Public Health strongly recommends postponing or cancelling events across the state of California to protect public health and to slow the rate of transmission of COVID-19.

At Chico State, our primary concern is the health of our students, staff, faculty, and our Chico community. Therefore, effective immediately, anyone planning an event with the potential of 100 or more attendees, is required to complete an assessment rubric developed by the Chancellor's Office and submit it to the Facilities Reservations and Events Services office. The rubric is designed to help event hosts determine whether their event is mission critical and if their event places attendees, campus, and community at risk for the spread of COVID-19. Event hosts are encouraged to consider the rubric questions and err on the side of caution by postponing or cancelling their events during this pandemic, or by moving them to alternative online or virtual deliveries.

All Large Events will be reviewed by members of the Emergency Operation Center (EOC) team and final direction will be given from the EOC.

At this time, no decisions have been made with regards to Commencement.

Definitions

Large Events: Any event with the potential of having 100 or more guests, on-campus or off-campus, indoor or outdoor, hosting any combination of students, staff, faculty, or public attendees.

Athletics, & Sport Club Programs

Events related to these programs will be evaluated and included under separate guidelines.

Classroom Activities

Given that the directives from the California Department of Public Health do not apply to regular school classes, classroom activities will be evaluated and included under separate guidelines.

Links

[CSU Chancellor's Office Mass Gatherings and Events Assessment Rubric](#)

[California Department of Public Health – COVID-19](#)

[CSU Chancellors Office Guidelines on Mass Gatherings](#)

[Butte County Public Health](#)

[Centers for Disease Control and Prevention](#)