

## Activities, Events, Meetings, and Gatherings: Process Flow Matrix

Activity	Process	Approval Authority	Communication	Contact
Return employees to work on-campus <i>(includes FARM &amp; Complimentary Units)</i>	Part 1 & 2	VP or College Dean: activity approval EOC: health & safety approval	Website, Announcement, & Manager's Meetings	Chico State EOC eoc@csuchico.edu
Faculty use of on-campus office and classroom space	Faculty log	Memo from Academic Affairs dated October 26th	AA Website, Provost Memo emailed (10/26)	Chico State EOC eoc@csuchico.edu
Use of on-campus lab space related to academic course	Part 1 & 3	College Dean: activity approval EOC: health & safety approval	Website, Announcement, & Manager's Meetings	Chico State EOC eoc@csuchico.edu
Return faculty/employees to conduct research on/off-campus	Part 1 & 3	College Dean: activity approval EOC: health & safety approval	Website, Announcement, & Manager's Meetings	Chico State EOC eoc@csuchico.edu
Off-campus experiential activities (field trip, field work, etc.)	Part 1 & 3	College Dean: activity approval EOC: health & safety approval <i>President approval required for state employee travel</i>	AA Website, AA RM Memo emailed (9/2)	Risk Management risk@csuchico.edu
Internships/Service Learning/Preceptorships/Student Teaching	AA Experiential Learning Memo (7/28/20)  EM 19-025	College Dean: activity approval  Risk Mgmt: High-risk, potential contact w/COVID-19 positive individuals, requires consultation with Thorpe	AA Website, AA RM Memo emailed (9/2)	Risk Management risk@csuchico.edu
Recognized Student Organizations on/off-campus activity	SLL intake form	AVP SA: activity approval and IHE guidance distribution EOC : health & safety approval <i>President/CSE ED approval required if faculty advisor/state employee/CSE employee travels with</i>	SLL Wildcat Sync	Student Life & Leadership sllgeneral@csuchico.edu
AS Conference Services	AS Conference Services Intake from TBD	VP or College Dean: activity approval EOC: health & safety approval AS CS: space approval	AS Website	Associated Students asroomres@csuchico.edu
University Housing	Part 1 & 3	VP: activity approval EOC: health & safety approval Housing: space approval, use of other campus facilities requires FRES intake process	Housing internal only	University Housing housing@csuchico.edu
All other on-campus activities (gatherings, events, meetings, etc.)	FRES intake form TBD	VP or College Dean: activity approval EOC: health & safety approval FRES: space approval	FRES Website, COVID Website, Announcement & Directive	Facilities Reservations fres@csuchico.edu
All other off-campus activities (gatherings, events, meetings, etc.)	Part 1 & 3	VP or College Dean: activity approval EOC: health & safety approval <i>President approval required for state employee travel</i>	Risk Website, COVID Website, Announcement & Directive	Risk Management risk@csuchico.edu
Employee Travel - Stateside	Concur/Part 1 & 3	Approved via Concur with final approval by President	Travel Website	Accounts Payable accountspayable@csuchico.e
Student travel to University sponsored activity	Included on Part 1 & 3 or SLL Intake	No additional approval necessary if the activity previously approved.	NA	Risk Management risk@csuchico.edu
CSE & UF Travel	CSE Travel Request Form	Requires CSE Executive Director approval for travel	CSE Announcement & Website	CSE Office Manager ndcarter@csuchico.edu

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

Updated 11/6/2020