



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

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>

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>

## 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

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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.

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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](#)