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)

- Ensuring all attendees wear a face covering during the indoor event. Face coverings may be removed while eating or drinking provided you are at least six feet apart
- Ensuring all attendees are directed to complete daily screening before coming to the event
- Ensuring a complete list of attendees including name and phone is secured for closed events
- Ensuring there are adequate hand sanitization or hand washing stations for attendees
- Contacting the office of Risk Management) to review event details

VISITORS (On and Off-Campus Events)

Advising campus visitors they are required to wear face coverings in accordance with campus policy.

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:
- Choose a large enough space for all attendees to socially distance while eating
- Encourage participants to bring their own food and drinks
- Choose items that are pre-packaged and ready to eat
- Have member(s) of the hosting organization/department serve food to attendees

The Don’ts:
- Have more people in a space that can fit while socially distanced
- Have a self-serve buffet
- Allow participants to serve themselves, or handle serving utensil or condiments

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.