PROCEDURE FOR Campus Events Phase 5 Standard Operating Procedures

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Procedure Introduction

This Standard Operating Procedure outlines the guidelines, mitigation measures and responsibilities of event stakeholders in following health & hygiene behaviors and practices during campus events and at USC event venues. The guidelines outlined in this document are for Phase 5 of the USC Campus Restart Project and may be amended as needed. The requirements and recommendations in this procedure are intended to meet or exceed the provisions of the current Los Angeles County Department of Public Health Order of the Health Officer and related protocols and shall be updated as necessary. In the interest of community safety, the university may establish event safety protocols where no public health guidance has been provided or establish more restrictive protocols where deemed necessary.

Responsibilities

This section describes the roles and responsibilities of the primary event department stakeholders.

- Cultural Relations and University Events – Management of university-wide events
- Department of Public Safety – Campus safety and security
- Fire Safety and Emergency Planning – Fire Life Safety for Campus events
- Facilities Management Services – Grounds, Custodial, AC, Electrical, Waste Management
- Student Affairs – Student activities and wellbeing
- Trojan Events Services – Central event booking and management
- USC Hospitality – Food venue operation
- USC Transportation – Campus entrances, parking, and traffic management
- USC Risk Management – Assessing risk
- Environmental Health & Safety – Health & safety assessments & compliance
- USC Advancement – Fundraising events, Alumni Relations

Procedure Details

The scope of this Standard Operating Procedure is to define the standards and requirements necessary to create safe and healthy events for faculty, staff, students, donors and alumni.

Key Guidelines

The university will follow State and LA County Department of Public Health guidelines and best practices for reopening USC events for Phase 5 along with CDC guidance COVID-19. The following are the key guidelines:

- Events & gatherings are permitted on and off campus.
- Restrictions on capacity and distance have been removed for most cases (see sections below for further details).
- All events are required to perform a health screening for all attendees and in some cases verify and validate vaccination or negative test result within 72 hours.
- Unvaccinated attendees may have additional masking requirements and must keep a 6' physical distance when consuming food or beverage.
- All USC events & gatherings must apply for an USC event permit at a minimum 4 weeks prior to the scheduled event date and be approved prior to moving forward.

Guideline Details

1. Event Capacity

Event capacity restrictions are lifted with the exception of "mega events."

- Mega indoor events have an expected attendance greater than 5,000.
  - Event organizers are required to verify vaccine or testing status for all guests.
  - Guests must either show proof of vaccination or a pre-entry negative COVID-19 viral test within 72 hours for entry.
  - All attendees must wear a facial covering.
- Mega outdoor events have an expected attendance greater than 10,000.
  - Event organizers must place signage at the venue, both at entry points and in the venue, advising attendees to wear a mask while in attendance. Masks are required at any time they are not actively consuming food or beverage, while indoors and in concourses and concession stands.

2. Attendee Screening & Check in

- All events are required to have a check-in process that includes:
    - Confirmation that attendees are not exhibiting any symptoms of COVID-19 nor are they under isolation or quarantine orders.
    - Gathering of all contact information (email and phone number) of all attendees for possible contact tracing (see Contact Tracing section for details)
        - Events that pre-register or have a defined guest list that includes contact information (email and phone number) are not required to re-gather information at check in.
- All attendees should receive messaging prior to the event that includes qualifiers about the current USC event health and safety regulations.
- USC attendees:
    - Events with USC students, faculty and staff are required to verify Trojan Check compliance prior to their entry to the event.
- For events with non USC attendees:
    - Prior to the invitation being sent, the event organizer must decide whether they will verify vaccination/testing status. (see Compliance section for testing details)
    - For indoor events, it is recommended that all events verify vaccination/testing status:
        - ALL attendees are required to wear masks.
    - For outdoor events:
        - Events under 1,000 attendees, no verification of vaccine/testing status is required.
        - Events where over 1,000 attendees are expected and vaccine/testing status is not verified, ALL attendees are required to wear masks.
- See below for signage and communication requirements.

3. Event Mask Policy

When masks are required, they must be worn at all times when attendees are not actively consuming food or beverage.

- All guests are required to wear face coverings for indoor events.
- When face coverings are removed, unvaccinated guests must maintain 6 feet of physical distance.
- For events with more than 200 guests outdoors, unvaccinated guests are required to wear masks when they are to be within 6' from other guests (seated tables, etc).
- Signage clearly stating face covering requirements must to be present at entry points/check in.
- Masks must be made available to attendees.

4. Event Permit Application

All events & gatherings must apply for an USC event permit and be approved prior to moving forward.

- USC Events Permit Application - https://eventspermit.usc.edu/
- All events will be evaluated, reviewed and approved by the USC Events Committee.
- All events will require the submission of a diagram and event timeline to be considered for permit approval 4 weeks prior to the scheduled event date.
- Events do not require a restart plan once a department/division plan has been approved.

5. Public Health & Hygiene Measures

- Hand sanitizer and/or hand washing stations are to be present at check in, entry points and accessible throughout the venue.
- All event venues are recommended to be thoroughly cleaned prior to any event.

6. Food & Beverage Service

There are no restrictions on service style (plated, buffet, pre-packaged, etc) for food & beverage service.

- Buffets should be served by catering staff to eliminate need to share utensils and dispensers.
- The catering company or food service provider selected to provide food for an event is required to ensure that all food and beverage has been prepared and served in a hygienic manner, following state and local guidelines.

7. Presentation & Performance

All presenters and performers are required to verify vaccination/testing status.

- Unvaccinated presenters and performers must show a negative COVID-19 viral test within 72 hours prior to their presentation/performance.
- All events with any presentation or performance will maintain a 6' physical distance from the audience members.
- Performers and presenters that are unvaccinated who sing, yell, or play wind or brass instruments must maintain a 10' physical distance from others.

8. Signage & Pre Event Communication

All events and venues must post the following signage. This language can be lightly modified to fit the event.

- Signage for indoor events*:*
  - In pre event communication - *"This event will require masks for all attendees, vaccinated or unvaccinated. Masks should be worn at all times when individuals are not actively consuming food or beverage. Unvaccinated individuals must maintain a 6' physical distance while consuming food or beverage. Anyone refusing to comply with mask requirements is subject to removal from the event."*
  - At check in and entry locations - *"This event will require masks for all attendees, vaccinated or unvaccinated. Masks should be worn at all times when individuals are not actively consuming food or beverage. Unvaccinated individuals must maintain a 6' physical distance while consuming food or beverage. Anyone refusing to comply with mask requirements is subject to removal from the event."*
- Events with vaccination/testing verification:
  - In pre event communication – *"All attendees are required to either be fully vaccinated against COVID-19 or to have had a negative COVID-19 test within 72 hours of the start of [this event]. By attending [the event], you are attesting that you meet one of these requirements. Anyone refusing to comply with mask requirements is subject to removal from the event."*
  - At check in and entry locations - *"By entering this event, I attest that I have either been fully vaccinated against COVD-19 or have had a negative COVID-19 test within the last 72 hours. Anyone refusing to comply with mask requirements is subject to removal from the event."*
- For all outdoor events over 1,000 attendees without verification:
  - In pre event communication – *"This event will require masks for all attendees, vaccinated or unvaccinated. Masks should be worn at all times when individuals are not actively consuming food or beverage. Anyone refusing to comply with mask requirements is subject to removal from the event."*
  - At check in and entry locations - *"This event requires masks for all attendees, vaccinated or unvaccinated. Makes should be worn at all times when individuals are not actively consuming food or beverage. Anyone refusing to comply with mask requirements is subject to removal from the event."*
- Signage for Outdoor Mega Events:
  - On site signage - *"Due to the size of this event, individuals shall remain masked while not actively consuming food or beverage. Anyone refusing to comply with mask requirements is subject to removal from the event."*

9. Contact Tracing

Any event attendee, vendor or staff member who tests positive for COVID-19 within 48 hours of attending an event, should immediately report their exposure to the university*.*

- To notify the university of a positive case of COVID-19, please call 213-740-6291 or email *covid19@usc.edu*.

After a positive case, all USC employees (staff & faculty) and vendors at the event will be notified of a possible exposure. Those who are notified will be given further instructions as part of their notification.

10. Attendee Composition

Events hosted at USC's campuses and buildings are open to USC students, faculty, staff, donors, alumni and USC guests.

11. Campus & Event Access

All events will be beholden to the current campus access policy. Currently campus is open to the public.

Definitions

Definition of an event: Any gathering of 10 or more people for more than 10 minutes.

Definition of an University event: Any event that is organized, sponsored or funded by the Any event that is organized, sponsored or funded by the university, USC students, faculty, staff, schools, departments, units or a university sponsor would qualify. This includes events on USC's campuses and buildings, and at all off-campus facilities, whether owned by USC or a third party.

Compliance

Event Permits: All events will be evaluated and must be approved for the event to happen. Events may only proceed with an approved event permit.

Vaccination and Testing Verification: Status of vaccination or negative test results must be verified. Attendees must present proof of vaccination (photo ID and vaccine card from their healthcare provider [either as a photo or document] including the name of the person vaccinated, type of vaccination and date the last dose was administered), on-site prior to entering the event site. The last dose must be administered at least 14 days prior to the event date.

For testing verification, LACDPH recommends a point of care test (antigen or molecular) within 24 hours of entry in asymptomatic individuals. If point of care testing is not available, we recommend a molecular test of asymptomatic individuals within 72 hours of the event with results available before entry.

The following are acceptable as proof of a negative COVID-19 test result:

- A printed document from the test provider or laboratory, OR
- An electronic test result displayed on a phone or other device from the test provider or laboratory.
    - The information should include person's name, type of test performed, and negative test result.

Fully Vaccinated individuals do not need to test.

Mask Compliance: Anyone refusing to comply with mask requirements is subject to removal from the event. Event organizers are responsible for approaching a non-compliant attendee. If the attendee fails to comply with the event organizers requests to wear a mask, DPS may be contacted to remove the attendee(s) from the event.

COVID-19 Contract Tracing: To notify the university of a positive case of Covid-19, please call 213-740-6291 or email *covid19@usc.edu*.

Relevant Forms and Tools: To fill out an event permit visit
https://eventspermit.usc.edu/

Contacts

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Dr. Sarah Van Orman, Chief Medical Officer; sarah.vanorman@med.usc.edu

PROCEDURE GOVERNANCE	
Corresponding Policy Number:	[Insert Corresponding Policy Number]
Procedure Owner:	Angela DiBenedetto/Adam Rosen
Responsible Office:	Office of Fire/Safety & Emergency Planning/Office of Cultural Relations & University Events
Procedure URL:	https://we-are.usc.edu/living-and-working/events-and-activities/
Supplemental Documents:	NA