

PROCEDURE FOR Campus Events Phase 5 V5 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
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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.

Updates from the previous version are **highlighted** and bullets that have been deleted are ~~struck through in red~~.

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.
- **Event SOPs apply to all USC events on USC's campuses, in USC buildings or at any off campus location, including those out of Los Angeles.**
- 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. Mega events must 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

General event capacity restrictions have been lifted. Large scale "mega events" have additional requirements.

- **Events without fixed seating and** with more than 200 guests require additional 30-50% footprint increase to provide better distancing options and manage density. (See additional spacing requirements in Food and Beverage Service)
- Mega indoor events have an expected attendance greater than 1,000.
 - Event organizers are required to verify vaccine or testing status for all guests.
 - Guests must show photo identification and either proof of vaccination or a pre-entry negative COVID-19 viral test within 72 hours for entry.
 - All attendees are required to wear a mask at any time they are not actively consuming food or beverage (see Event Mask Policy section for details).

- 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 that masks are required while in attendance.
 - Masks are required at any time they are not actively consuming food or beverage (see Event Mask Policy section for details).
 - As of 10/7/21 all mega outdoor events require guests to show photo identification and either proof of vaccination or a pre-entry negative COVID-19 viral test within 72 hours for entry.

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 (Trojan Check).
 - 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.
- Trojan Check verification is required for ALL events, whether the audience is comprised of USC students, faculty, staff, or outside guests, prior to their entry to the event. Confirming Trojan Check fulfills the symptom check requirement and verifies vaccination/testing status for USC students, faculty and staff.
- 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 with more than 500 attendees, it is recommended that all events verify vaccination/testing status.~~
- 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.

- ~~Through Thursday, September 30 all guests are required to wear face coverings, regardless of vaccination or testing status for all indoor events and outdoor events on USC campuses and in USC buildings and all off campus USC events.~~
- Face coverings are required at all indoor events, regardless of vaccination or testing status, on USC campuses, in USC buildings and all off campus USC events.
- Starting Friday, October 1, outdoor events under 10,000 guests do not require attendees to wear masks.
- For events that require masks, they may only be removed when guests are actively consuming food or beverage in a stationary position.
 - LAPDH defines this time as the limited time were attendees are permitted to briefly remove their mask to eat and drink, after which it must be immediately put back on. Attendees must wear a mask whenever they are not actively eating or drinking, such as between courses.
- Unvaccinated guests must wear a mask outdoors whenever they cannot maintain 6 feet of physical distance from those outside of their household.
- 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 (see definition below) must apply for a 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.

- ALL food and beverage may only be consumed while stationary or seated regardless of vaccination status.

- No milling or uncontrolled mixing (traditional reception style).
- ~~Food & Beverage service is prohibited at indoor events with more than 200 people OR where over 50% of the venue capacity is in use.~~
- Tables where food and beverage will be consumed must be spaced with additional distance/aisles between them.
 - A minimum of 7 feet is required between seated tables (calculated from table to table and includes chairs).
 - A minimum of 5.5 feet is required between tables with no chairs.
 - Where possible, 6 feet aisles are recommended between all seated tables (measured from the back of chair to back of chair).
 - No additional distance is required between chairs at the same table.
- Unvaccinated guests must maintain 6' of physical distance from those outside of their household when unmasked while actively consume food or beverage.
 - Distanced tables (6' from others) should be provided at all events with food & beverage.
- Food should not be self-service unless it is pre-packaged.
- Food must be served by someone with a CA Food Handler certification.
- 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, with servers and catering staff masked, following state and local guidelines.
- It is recommended that food service be outdoors whenever possible.

7. Presentation & Performance

All presenters and performers **who will be unmasked** are required to verify vaccination/testing status.

- All events with any unmasked presentation or performance will maintain a 12' physical distance from audience members.
- ~~Performers and presenters must maintain 6' distance from one another on stage.~~
- Indoor events where USC students will be unmasked as part of their presentation or performance require that:
 - The performer or presenter, vaccinated or unvaccinated, test twice weekly starting 72 hours prior to the event.
 - Any crew, faculty, students or staff that must be within 6' of an unmasked performer or presenter must test twice weekly starting 72 hours prior to the event. The crew, faculty, students and staff must always remain masked and are encouraged to use N95 or KN95.
- Indoor events where the presenters or performers do not include USC students must verify vaccination status of presenters and performers.
 - Vaccinated presenters and performers may unmask for their presentation or performance only.
 - Unvaccinated presenters and performers may unmask for their presentation or performance only, but must also present 2 negative

COVID-19 viral test results from within the week prior to the event and show a negative COVID-19 viral test within 72 hours prior to their presentation/performance.

- Outdoor events must verify vaccination status of presenters and performers.
 - Vaccinated presenters and performers may unmask for their presentation or performance only.
 - Unvaccinated presenters and performers may unmask for their presentation or performance only, but must also present 2 negative COVID-19 viral test results from within the week prior to the event and show a negative COVID-19 viral test within 72 hours prior to their presentation/performance.

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 indoors 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 from those outside of their household while consuming food or beverage. Anyone refusing to comply with mask requirements is subject to removal from the event. Please note that protocols are subject to change."*
 - At check in and entry locations - *"This event will require masks indoors 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 from those outside of their household while consuming food or beverage. Anyone refusing to comply with mask requirements is subject to removal from the event. To notify the university of a positive case of COVID-19, please call 213-740-6291 or email covid19@usc.edu."*
- Signage **for outdoor events:**
 - In pre event communication - *"While masks are not required for this event, we ask that attendees, vaccinated or unvaccinated, consider wearing them for their own protection and the protection of others. Unvaccinated individuals must wear a mask whenever they cannot maintain a 6' physical distance from those outside of their household. Please note that protocols are subject to change."*
 - At check in and entry locations - *"While masks are not required for this event, we ask that attendees, vaccinated or unvaccinated, consider wearing them for their own protection and the protection of others. Unvaccinated individuals must wear a mask whenever they cannot maintain a 6' physical distance from those outside of their household.."*

Anyone refusing to comply **with health and safety protocols are** subject to removal from the event. To notify the university of a positive case of COVID-19, please call 213-740-6291 or email covid19@usc.edu."

- Add for 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."
 - At check in and entry locations - "By entering this event, I attest that I have either been fully vaccinated against COVID-19 or have had a negative COVID-19 test within the last 72 hours."
- Add to signage for Outdoor Mega Events:
 - To the beginning of onsite signage - "Due to the size of this 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. Tabling

Tabling is permitted as long as those staffing the table remain masked at all times.

11. Attendee Composition

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

12. Campus & Event Access

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

13. Events Outside Los Angeles

All USC events held on USC's campuses, in USC buildings or at any off campus location, whether domestically or internationally, must follow the current USC Events SOP.

- USC events where no USC staff, faculty or students will be working or attending the event are exempt.

Definitions

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

- Meetings that support the academic or business mission of the university where no food or beverage is served are considered meetings and not gatherings or events. Permits are not required for meetings of this nature.
- NCAA Athletics competitions, meets and games, commonly played in stadiums, fields or arenas, are not considered USC events though they are still beholden to LADPH mega event guidance, when applicable, and other USC policies.

Definition of an University event: 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 for all attendees over the age of 12.

For vaccine verification, attendees must present proof of vaccination (photo ID and vaccine card or 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 Contact 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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| PROCEDURE GOVERNANCE | |
|-------------------------------------|---|
| Corresponding Policy Number: | NA |
| 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 |