PROCEDURE FOR Campus Events Phase 5 V10 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.

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
• All events are required to perform a health screening for all attendees. Indoor mega events must verify and validate vaccination or negative test result.
• Unvaccinated USC staff & faculty 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 & LA City Restrictions

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

• Mega indoor events have an expected attendance greater than 1,000.
  o 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 48 hours if the test is PCR or 24 hours if the test is antigen, for entry.
  o Event organizers should place signage at the venue, both at entry points and in the venue, advising attendees that masks are required while in attendance.
  o It is strongly recommended, but not required to wear a mask.
All attendees are required to wear a surgical mask at any time they are not actively consuming food or beverage (see Event Mask Policy section for details). N95s or KN95s are also approved for use.

- Mega outdoor events have an expected attendance greater than 10,000.
  - It is strongly recommended, but not required to wear a mask.
  - Event organizers should place signage at the venue, both at entry points and in the venue, advising attendees that masks are recommended while in attendance.
- In the city of Los Angeles, venues that include both indoor and outdoor areas, where the services and event experience provided in both the indoor and outdoor areas are substantially equivalent, have additional restrictions regardless of the size of the event:
  - Unvaccinated individuals, regardless of testing status, must be seated and remain outside unless they are moving through the interior space to reach the outdoor space, accessing a restroom, picking up or paying for food.

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).
- 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.
- For all indoor events, mega or smaller, verification of vaccine or testing status is required for all guests and program participants. The verification must include photo identification and either proof of vaccination or they must attest that they have a medical contraindication or religious objection to vaccination and as an alternative present a negative COVID-19 test.
  - For mega events, a pre-entry negative COVID-19 viral test must be verified from within 48 hours if the test is PCR or 24 hours if the test is antigen for entry.
  - For other events, a pre-entry negative COVID-19 viral test must be verified from within 72 hours for entry.
- Confirming Trojan Check fulfills the symptom check requirement and verifies vaccination/testing status for USC students, faculty and staff.
- See below for signage and communication requirements.

* Note on current campus access and guest check in – The university will be verifying vaccination or testing status at the perimeter. Guests who verify will receive a wristband and a day pass sticker. Events do not need to re-verify their status. Those without a wristband and sticker will need to be verified at
the event. Students, faculty & staff need only show their Trojan Check at the event registration.

### 3. Event Mask Policy

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

- Face coverings are strongly recommended, but not required at all indoor & outdoor events **with the exception of indoor mega events**, where masks are required at all times, regardless of vaccination or testing status, on USC campuses, in USC buildings and all off campus USC events.

- **Employees who are in close contact with others must be provided a face covering.** Face coverings must be a surgical mask, N95, or KN95. Cloth face masks, gaiters, bandanas or other non-surgical grade masks are not permitted.

- Masks should be made available to attendees upon request.

- 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.

### 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/](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).
- **Unvaccinated university staff or faculty attending an event with food and beverage service must inform event organizers of their need for distanced seating (6’ from others) prior to the event day.**
  - Event organizers must provide distanced seating upon request.
- Any food that is served must be done so 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.

* Please contact EH&S with any questions related to food safety

### 7. Presentation & Performance

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

- **Events involving singers or wind instruments must maintain a minimum of 3 feet between the performer and all other individuals, 6 feet is recommended.**
- **All events with any unmasked presentation or performance will maintain a 12’ physical distance from audience members.**
- 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. It is strongly recommended that the crew, faculty, students and staff must always remain wear masks 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 PCR test within 48 hours prior to their presentation/performance.

- Presenters and performers regardless of vaccination status are encouraged to wear masks outside of their presentation or performance.

- Presenters and performers should present a negative COVID-19 viral PCR test within 48 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 PCR test within 48 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 mega events:**
  - In pre event communication - “Due to the size of this event, masks are required indoors 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. Please note that protocols are subject to change.”
  - At check in and entry locations - “Due to the size of this event, masks are required indoors 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. To notify the university of a positive case of COVID-19, please call 213-740-6291 or email covid19@usc.edu.”

- **Signage for all events that are not indoor mega 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. 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. 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 for indoor mega events – “All attendees are required to either be fully vaccinated against COVID-19 or attest that they have a medical contraindication or religious objection to vaccination and as an alternative present a negative COVID-19 test collected within 48 hours if the test is PCR or 24 hours if the test is antigen of the start of [this event]. By attending [the event], you are attesting that you meet one of these requirements.”

In pre event communication for indoor non-mega events – “All attendees are required to either be fully vaccinated against COVID-19 or attest that they have a medical contraindication or religious objection to vaccination and as an alternative present a negative COVID-19 test collected 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.”

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, notifications will be sent regarding a potential 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 who must fill out the guest Trojan Check show proof of vaccination or a negative test within the previous 72 hours to enter.

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, attendees must verbally attest that they have a medical contraindication or religious objection to vaccination and as an alternative present a negative PCR/NAAT, Molecular or Antigen test from a laboratory, healthcare provider or test provider within the prescribe timeframe based on the size of the event prior to entering the event. COVID-19 Home or self-tests are not acceptable.

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/](https://eventspermit.usc.edu/)
Contacts

Angela DiBenedetto, Office of Fire Safety Emergency Planning; adiben@usc.edu
Adam Rosen, Office of Cultural Relations & University Events; adamr@usc.edu
Deona Willes, Environmental Health & Safety; dwilles@usc.edu
Dr. Sarah Van Orman, Chief Medical Officer; sarah.vanorman@med.usc.edu

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