

## **PROCEDURE FOR Campus Events Phase 5 V11 Standard Operating Procedures**

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### **Procedure Introduction**

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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 **any other applicable local or state requirements** 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**

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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

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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 attendees are required to perform **self-health** screenings. ~~Indoor mega-events must verify and validate vaccination or negative test result.~~
- **Events no longer require Trojan Check or the verification of vaccination or a negative test result.**
- Unvaccinated USC staff & faculty may have additional masking **and testing** requirements and ~~must~~ **should maintain** 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, **including those on all mega events.** ~~Large-scale "mega-events" have additional requirements.~~

- Mega indoor events have an expected attendance greater than 1,000.
  - **There are no additional requirements for mega events at this time.**
  - It is strongly recommended, but not required to wear a mask.
  - ~~◦ 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.~~

- ~~○ 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.~~
- Mega outdoor events have an expected attendance greater than 10,000.
  - There are no additional requirements for mega events at this time.
  - 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 attendees must self-health screening prior to attending. If they have any symptoms or are currently in their isolation/quarantine period due to a recent infection or exposure, they may not attend.
- All events are required to post signage regarding the self-screening process.
- All attendees should receive messaging prior to the event that includes qualifiers about the current USC event health and safety regulations.
- See below for signage and communication requirements.
- ~~• 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).~~
- ~~• 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.~~

~~\* 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 for all indoor & outdoor events, 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.

### 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.

- 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, 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

Indoor events where USC student performer have specific requirements. There are no additional requirements for presenters at this time.

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

- 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 weekly starting 72 hours prior to the event.
  - Any crew, faculty, students or staff that must be within 6' of a 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 wear masks and are encouraged to use N95 or KN95.
  - Events involving singers or wind instruments must maintain a minimum of 3 feet between the performer and all other individuals, 6 feet is recommended.
- Indoor events where the presenters or performers do not include USC students **do not** require verification of vaccination status of presenters and performers.
  - 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.~~

## 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 **and pre event communication** for all events:
  - In pre event communication - **"All attendees must conduct a self-health screening prior to attending. If they have any symptoms or are currently in their isolation/quarantine period due to a recent infection or exposure,, they may not attend."**

*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 - *"By entering this event, all attendees attest that they have performed a self-health screening. If they have any symptoms or are currently in their isolation/quarantine period due to a recent infection or exposure, they may not attend.*

*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 or event 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](mailto: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](mailto: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 and masking is strongly recommended. ~~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 the 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

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**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.

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## Compliance

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**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~~ should 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](mailto:covid19@usc.edu).

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

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## Contacts

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