

# CSUSB EVENT REQUIREMENTS

as of 9.7.2021

These special event requirements have been created to help event planners, clubs and other organizations ensure COVID-safe University events. These requirements are not intended for departmental meetings and other day-to-day in-person operations.

## Event COVID-Safety Requirements

**Hosting organizations, departments, and student clubs are responsible for:**

- Completing COVID-19 Training for CSUSB faculty, staff and students
- Reserving all event and meeting spaces/rooms in the Event Management System (EMS) scheduling system
- Arranging catering through [Yotie Eats](#), food service will be contactless (packaged/wrapped items/no open buffets). Outdoor eating and drinking is preferred weather permitting.
- Obtaining Vice Presidential approval for all events expecting over 500 attendees.
- Submitting an event specific safety plan to Environmental Health and Safety (EHS) for events expecting over 500 attendees.
- Collecting proof of vaccination or negative testing for indoor events with over 1,000 attendees. This is recommended for outdoor events with over 10,000 attendees. ([CA Dept of Public Health](#))
- Ensuring that there are adequate hand sanitization or hand washing stations for attendees
- Ensuring that all attendees wear a face covering during the event
- Maintaining a digital list and contact information for all attendees that includes name, phone number and email address.
  - Digital Registration or E-tickets, preferred
    - All Student Club and Organization events must be registered in Coyote Connection and are encouraged to use the system to track participants
    - Campus departments can also use Coyote Connection to register events and track participants
    - Qualtrics
- Providing CSUSB health and safety requirements to off-campus attendees in advance of the event
  - Send reminders and updates prior to the event
  - Create QR code linked to registration page to post for guests that did not pre-register
  - Encourage event participants to utilize the [CA Notify App](#)

**Event attendees are responsible for:**

- Wearing a face covering regardless of vaccination status
- Completing the daily health screening the day of the event
- Providing contact information including name, phone number and email
- Providing proof of vaccination or testing as appropriate

The global pandemic is an evolving situation. Events are subject to cancellation or postponement depending on regional pandemic conditions or outbreaks.

Adherence to these safety protocols is critical. Space reservation rights may be restricted if events are not in compliance with the event safety requirements.

See the [Return of the Pack](#) website to access the COVID-19 Prevention Plan, Daily Health Screen, Case Reporting Tool and for other COVID-19 resources.