

# COVID-19 HEALTH & SAFETY Event Questions & Guidelines

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Name of Event: \_\_\_\_\_

CSUN Location(s): \_\_\_\_\_

Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Department/Entity/College: \_\_\_\_\_

Please answer the following questions pertaining to your safety plan protocol to mitigate COVID-19 transmission and ensure the health and wellbeing of your guests during your event/activity. Please be sure to also review the safety guidelines following the questions. These guidelines reflect all current state, local and CDC public health guidelines. Your signature on this document is a confirmation that you have read and understood the safety guidelines.

## General Information & Prevention

1. Will your event have a dedicated staff that will be responsible for overseeing / monitoring health & safety protocols and attendees adherence to physical distancing, PPE, etc.? If so, please provide details on who will be responsible and how training will be handled.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Will event guests be pre-screened for COVID-19 symptoms upon arrival and/or prior to entering the venue? If so, how will it be administered?  
*(To mitigate a COVID-19 transmission and outbreak, anyone experiencing symptoms should not come onto campus nor attend an event.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Will your event attendees be required to complete and sign hold harmless waiver forms pertaining to COVID-19 as a condition to attend/participate in the event/activity?

\_\_\_\_\_

4. Will you have a list of all event attendees with their contact information, should contact tracing be required? How will this list be created?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Event Access & Physical Distancing / PPE

5. We highly suggest event producers use paperless and contactless processes as much as possible. Will your event require tickets, guest list for entry? If so, how will checking tickets be administered? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Will your event sell tickets on-site during the event? If so, what forms of payment will be accepted and how will the transactions be administered?  
\_\_\_\_\_  
\_\_\_\_\_

7. Does the requested event facility provide multiple access points so that the entrance and exit to the event can be designated at different access points?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What is your plan of action (i.e. floor markers, signage, etc.) for maintaining 6ft physical distancing among attendees upon entering the venue and around other high traffic areas within the event venue?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Will guests be required to bring and wear PPE (i.e. masks, face coverings) at all times during the event? \_\_\_\_\_

Should an attendee show up without proper PPE, what is your course of action?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Cleaning and Health / Hygiene

*Event producer/host must ensure the event venue is frequently cleaned and sanitized especially high-touch areas to ensure the health and safety of all its participants.*

10. Will the event venue be thoroughly cleaned and sanitized before and after the event via PPM?  
\_\_\_\_\_

11. What is your plan for maintaining cleanliness and sanitization of high-touch areas and surfaces during the event?  
\_\_\_\_\_  
\_\_\_\_\_

12. Will the event venue have a dedicated restroom for only event attendees to use? (If restrooms will be accessible by general public/campus community, please provide details for maintaining cleanliness & sanitization.) \_\_\_\_\_

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13. In addition to restrooms, will the event provide additional hand washing or hand sanitizing stations/sanitizers throughout the venue? If so, approx. how many stations/sanitizers?

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14. Do you have plans to serve food or beverage at the event? \_\_\_\_\_  
What will be served? How will the food and/or beverage be served? Please feel free to elaborate on the safety precautions you plan to implement.

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## COVID-19 SAFETY GUIDELINES

*Event Coordinator/Dept. please note the following safety guidelines while planning your event. For larger and more complicated events submitting a COVID-19 Safety Plan that addresses / incorporates the following guidelines along with the event rubric will be required as part of the approval process.*

- 1) Event coordinator/campus dept. hosting the event/activity with an expected number of guests over 20 will have to submit a separate COVID-19 safety protocols which has been reviewed and approved by the Health & Wellness and Repopulation workgroups. The COVID-19 safety protocol shall include a plan for response following guidance required by Los Angeles County, should an event attendee/activity participant test positive for, or have symptoms consistent with COVID-19.
- 2) Event coordinator/campus dept. hosting the event will be responsible for establishing and enforcing COVID-19 safety protocols, monitoring compliance and ensure protocols are followed and to provide regular updates.
- 3) Before entering the campus, event attendees will be required to complete CSUN's Daily Visitor COVID-19 Prescreening Form to ensure each attendee is not a possible risk for COVID-19.
- 4) Event coordinator/campus dept. hosting the event will ensure COVID-19 safety protocol are shared with all event attendees in advance and prior to the event date.
- 5) In an effort to limit and minimize possible exposure of COVID-19 within the campus community, events which involve the attendance of external event attendees, event

location/venue will be treated as closed areas thus only accessible to said event attendees.

- 6) Event coordinator/campus dept. hosting the event be provided dedicated restrooms for use by only event attendees/participants. Additionally Event Coordinator is to make arrangements for a dedicated cleaning staff to frequently clean and disinfect restrooms and other high-touch surfaces at the event.
- 7) All event attendees are required to wear cloth face coverings while on campus or campus event. Event coordinator/campus dept. hosting the event will provide additional personal protective equipment (PPE) and infection prevention supplies needed for the event, including face coverings, hand sanitizer, disinfectants, and (when needed) gloves, mobile handwashing stations, and other equipment and supplies.
- 8) Event coordinator/campus dept. hosting the event will encourage and remind event attendees (both verbally and visually using signage) to practice physical distancing of at least six (6) feet between people throughout the event.
- 9) There is an expectation that event coordinator/campus dept. hosting the event will encourage event attendees to conduct self-health screening prior to attending the event to mitigate the risk of the spread of COVID-19.
  - a) Self-symptom checks should be conducted by event attendees prior to arriving at the event / enter a CSUN facility. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms compatible with COVID-19 that the individual may be experiencing.
  - b) When possible event coordinator/campus dept. hosting the event will maintain a listing of all event attendees in case there is a need to perform contact tracing in the event of an outbreak resulting from attending the event
  - c) Event coordinator/campus dept. hosting the event will instruct event attendees members to refrain from attending the event should they have symptoms consistent with COVID-19, have tested positive for COVID-19 or have been in contact with a case of COVID-19 and to follow LACDPH guidance for self-isolation or quarantine as applicable.
- 10) Event coordinator/campus dept. hosting the event will retain a dedicated cleaning crew either through the university's custodial staff or third party to frequently clean and disinfect common areas as restrooms, catering areas and surfaces of other high traffic areas throughout the event.
  - a) The entire event venue is to be cleaned prior to the arrival of guests and after their departure. Restrooms and frequently touched areas/objects should be cleaned more frequently.
  - b) Prior to the use of special chemicals for cleaning and disinfecting CSUN facilities, Event coordinator must obtain pre-approval from PPM to ensure chemicals used are not damaging to the university's furnishings, surfaces and floorings.
- 11) In regards to dining and catering, the event coordinator should provide seating

areas large enough to allow for physical distancing of six (6) feet or more. Other dining related precautions to be observed include:

- a) Encouraging event guests to wash or sanitize hands before handling any food
- b) No buffets allowed, instead meals should be prepackaged
- c) No communal food or drink service (no coffee pot, no single service coffee maker)
- d) Condiment stations should only have pre-packed single serve/one-time use items. Absolutely no communal condiments
- e) All food and drink must be single serving only
- f) Any food brought by individuals should be labeled and may not be shared
- g) Food and drinks may be consumed only in designated spaces to ensure that masks can be worn consistently and correctly
- h) All additional Public Health Requirements related to food service must be followed.

- 12) Event coordinator/campus dept. hosting the event understands that the university reserves the right to cancel an event without advance notice based on guidance from the state (CDPH), local (LACDPH) and CDC public health guidelines, or conditions surrounding the pandemic become a health and safety issue the for students, staff and general campus community.

**Unless otherwise discussed and agreed upon with the university, you agree that you will adhere to all items listed in this document at all times while conducting your event on the CSUN campus or at a CSUN-affiliated facility.**

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Requestor's Name

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College / Dept. / Organization

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Phone Number

Email Address

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Signature

Date