USC Campus Restart Project

Campus Events Phase 3 Standard Operating Procedures
# Document Revision History

This section tracks changes made to this document following its initial development.

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<th>Contact</th>
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<td>06/23/2020</td>
<td>1.0</td>
<td>Initial Draft</td>
<td>Angela DiBenedetto</td>
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<td>6/26/2020</td>
<td>2.0</td>
<td>Edited Draft – CRUE, DPS, Transportation FMS update</td>
<td>Angela DiBenedetto</td>
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<td>6/30/2020</td>
<td>3.0</td>
<td>Edited Draft – CRUE, Waste Management update</td>
<td>Angela DiBenedetto</td>
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<td>7/2/2020</td>
<td>4.0</td>
<td>Edited Draft</td>
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<td>5.0</td>
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<tr>
<td>7/23/2020</td>
<td>8.0</td>
<td>Final approved by Comms, Student Affairs, and Campus Ops; modify to paragraph 10.0</td>
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</table>
Table of Contents

1. Introduction
2. Stakeholders/Roles & Responsibilities
3. Scope
4. Key Guidelines
5. Definition of an Event
6. Event Evaluation
7. Public Health & Hygiene Measures
8. Event Capacity
9. Diagram & Timeline Submission
10. Attendee Composition
11. Reservations
12. Event Check In
13. Food & Beverage Service
14. Audio Visual
15. Security
16. Campus & Event Access
17. Janitorial & Waste Management
19. Appendix 2 – Accommodating Visitors with High Risk and Disabilities
20. Appendix 3 – COVID-19 Campus Access Policy
21. Appendix 4 – LACDPH Guidelines
1. 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 3 of the USC Campus Restart Project and may be amended as needed. Prior to Phase 3 no events are permitted. 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.

2. Stakeholders Roles & 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 – Campus events and physical plant fire safety
- 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

3. Scope
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.

4. Key Guidelines
The university will take a conservative approach to reopening USC events for Phase 3. COVID-19 presents a high risk and contact tracing becomes much more difficult with increased guest count. The following are the key guidelines:

- All requestors for events must apply for an event permit and be approved prior to moving forward
  - A new permitting system must be created/obtained to allow for this to happen as the current database is no longer supported and does not allow for the required visibility and chain of approvals required.
- All events will be evaluated, reviewed and approved by the USC Events Committee.
Each event will be assigned a risk level as defined by USC Environmental Health & Safety. Varying risk levels will determine the necessary mitigation measures that are required for the safety of individuals attending events.

- Only events with a business necessity may take place (see section 6).
- Lessen the LADPH recommended maximum guest count for internal and external venues (see section 8).
- Limit event attendees to only USC students, faculty and staff (no non-university guests).
- Prohibit all events produced by external entities (no outside events).

5. Definition of an 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.

6. Event Evaluation
All events will be evaluated on risk level, as defined by USC Environmental Health & Safety, as well as the USC business necessity for the event to happen. The event committee will review all events according to risk factors and approve or disapprove them and communicate the decision to the event organizer. Events may only proceed with approval from the event committee.

Risk factors considered for risk assessment - All events will be assigned a risk level before they are approved. The following are the key points to be evaluated for each event:

- Length of event
- Outdoor vs. indoor location
- Event capacity
- Event layout and physical distancing measures
- Food & beverage service
- Cleaning/sanitizing event space/venue
- Attendee make up – USC only, USC and non-USC guests or only non-USC guests
- Other factors (entertainment, décor, special requests, etc.)

Business necessity - Events may only take place if they have a verified and approved business necessity. These events should be critical to the operation of the University. This will be reviewed by the Events Committee and approved. Before submission, the event producer must abide by the following to confirm business necessity:

- Student events:
  - All student events must be related to student engagement and submitted in advance to Trojan Events Services and approved by the VP for Student Affairs or designee. Approval by Student Affairs only confirms business necessity and does not indicate event approval.
• Fundraising and Alumni events
  o All Advancement-related events (development, alumni relations, etc.) should be held virtually unless there is a distinct business necessity for an in-person event on or off campus. Any in-person event requests must submitted in advance to University Advancement for business necessity approval by Tracey Vranich or designee prior to being submitted to the Events Committee for final approval. Approval by University Advancement only confirms business necessity and does not indicate event approval. (Please note that individual donor visit follow a separate approved protocol through University Advancement.)

• Staff events
  o Events must receive an approval of business necessity by the division head (SVP/VP or dean)

• Academic or Faculty events
  o Events must receive an approval of business necessity by their dean

7. Public Health & Hygiene Measures
All events must follow the guidelines laid out by the USC office of Environmental Health and Safety in coordination with State and County public health orders and guidelines. (See Appendix 1)

• Face coverings are required
• Physical distancing of 6’ must be maintained
• Hand sanitizer and/or hand washing stations must be present and accessible
• COVID-19 signage must be present at entry, check in queuing, and restrooms
• All guests are to receive messaging prior to the event that is required to include qualifiers about the current USC event health and safety regulations
• All event guests are required to fill out the Trojan Check application/pre-event health questionnaire.
• All events are required to have preregistration and track guests that attend the event.
• All event venues are to be thoroughly cleaned prior to any event. For events that are scheduled longer than 2 hours, increased waste pickup and restroom cleaning are to take place during the event.

8. Event Capacity
Event occupancy must be limited at any given time, such that all people in the venue can easily maintain at least a six-foot distance from one another at all practicable times. (See Appendix 4 for LADPH Guidelines)

Indoor Venues - Indoor venues may have a maximum of 50% of total occupancy or 50 individuals, both at six-foot physical distance, whichever is lower. When program needs require greater than 50 attendees, the event must be held as two cohorts separated by time and/or space without mixing of staff or attendees and should be considered as separate events.
**Outdoor Venues** - Outdoor event occupancy is limited to a maximum of 50% of total occupancy or 100 individuals, both at six-foot physical distance, whichever is lower.

Please note:
- Staff going in and out of an event space do not count toward the overall capacity (i.e. wait staff), however staff that stay in the room for the duration of the event (i.e. standing ushers, AV staff, etc.) do count.
- The capacity of the venue is also impacted by the setup (seating style, stage, AV, etc.). For example: a room can have a max empty capacity pre-COVID of 100, but with tables, chairs and a stage the max capacity would be 82. Once physically distanced, that capacity would be reduced to either 41 or less, based on the physically distanced setup.

**9. Diagram & Timeline Submission**
All events will require the submission of a diagram and event timeline to be considered for permit approval. These are required to be submitted 4 weeks in advance of the proposed event date.

The diagram must detail the event layout, ingress and egress plan, and clearly illustrate the physically distancing measures to be employed. For outdoor locations, a physical barrier is required to delineate the perimeter of the event location (fencing, bike barricades, etc.). Timelines are to include the basic details of the event, include the start time of the installation, vendors being used, event start and end times, basic program details and the end time for the strike.

**10. Attendee Composition**
Events hosted at USC’s campuses and buildings are open only to USC students, faculty and staff. The inclusion of any visitors (non-university guests) requires pre-approval from USC Events Committee. This includes guest speakers, audience members, site visitors, or similar individuals.

**11. Reservations**
Reservations are mandatory of ALL events. All attendees and event participants (student, faculty, staff, speaker, vendors, etc.) are required fill out the Trojan Check application/pre-event health questionnaire.
- All reservations messaging must include qualifiers about the current USC event health and safety regulations (see [https://coronavirus.usc.edu/campus-information/campus-events/planning-for-future-events/](https://coronavirus.usc.edu/campus-information/campus-events/planning-for-future-events/) for details).
- Events held for non-university guests are prohibited.
- Be conservative in accepting reservations and do not over-reserve for the capacity of the event venue.
13. Event Check-In
All events must have a check-in station staffed by an event representative (USC student, staff or faculty) from the organizing entity and maintain a strict guest count log to ensure that venue capacities are observed. Entry to events will have event staff who are sponsoring the event on site, to have a guest list, issue a wristband, nametag or accept a ticket upon entry. The following are required to be employed at all events:

- Check-in and line queue to be set outside whenever possible.
- Physical distancing to be maintained by guests in line to check in.
- Walk-ups may only be added to the event if the guest can show proof that they have filled out the Trojan Check application/pre-event health questionnaire. In the case that they have, the check in staff must gather their contact information (first & last name, phone and email) to assist with contact tracing.
- Prominent signage detailing health/safety requirements and expectations should be displayed.

14. Food & Beverage Service
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 for COVID-19 practices. All events are required to adhere to the following:

- No guests are to have contact or access to any plate of food besides their own.
- All food service staff are required wear compliant PPE at all times.
- All meals/food items are to be individually wrapped or sealed.
- All beverages are to be individually packaged. Any bulk beverages are to be served tableside by service staff.
- Self-serve food and beverage stations are prohibited.
- The hand-to-hand passing of food & beverage from service staff to guest is prohibited.
- Single use and individually wrapped utensils and dishware are required. (Sustainable if available).
- Seating must be available to permit attendees to sit greater than 6 feet apart while eating and drinking. Outdoor seating during meal periods is preferred.
- Buffet food service is prohibited. A special exemption requires pre-approval from USC Events Committee.

15. Audio Visual
Events utilizing audio visual elements to amplify program participant’s remarks should ensure that the AV footprint and staffing are calculated and laid out as part of their event diagram and event capacity.

- Program participants may not share hand held or lapel microphones.
- Podium and microphones must be cleaned between speakers.
- Each speaker should bring their own remarks to the podium.
16. Security
The Department of Public Safety (DPS) may require the addition of officers to secure the event, provide access control or crowd control.

- At entrances and exits, event ushers, contract security or DPS personnel will be utilized along with necessary fencing or barricades to ensure security of the event and intended ingress or egress.
- For outdoor locations, a physical barrier is required to delineate the perimeter of the event location (fencing, bike barricades, etc.). Any special exemption requires pre-approval from USC Events Committee.
- Specific entrances and exits must be identified to ensure safe and orderly ingress and egress.
- Entrance and exit spacing are to be defined and approved by the Fire Marshall.
- If the event has approved alcoholic beverage service it is required that the location is enclosed by 6’ free-standing chain-link fencing (in accordance with California Department of Alcohol Beverage Control (ABC) Guidelines).

17. Campus & Event Access
All events will be beholden to the current COVID-19 campus access policy (see Appendix 3).

To plan for those visiting the campus or participating in events with high risk conditions and other disabilities, please see Appendix 2 for further details on required accommodations.

18. Janitorial & Waste Management
All event venues must be thoroughly cleaned prior to any event. For events that are scheduled longer that 2 hours, increased waste pickup and restroom cleaning must take place during the event.
USC Facilities Waste Management Department will continue to support events to ensure Zero Waste events are honored upon request. Please refer to the events checklist for details. https://facilities.usc.edu/leftsidebar.asp?ItemID=235
Appendix 1
USC Public Health & Hygiene - Event Guidance

PHASE III: Indoor and Outdoor event and gathering sizes are limited (subject to change per LA County/City orders).
Event occupancy must be limited at any given time, such that all people in the venue can easily maintain at least a six-foot distance from one another at all practicable times.

**Indoor Venues** - Indoor venues may have a maximum of 50% of total occupancy or 50 individuals, both at six-foot physical distance, whichever is lower.

**Outdoor Venues** - Outdoor event occupancy is limited to a maximum of 50% of total occupancy or 100 individuals, both at six-foot physical distance, whichever is lower. Event attendees are limited to only students, faculty, and staff (no non-university guests).

PHASE IV: Normal events and gatherings with physical distancing per public health guidance (subject to change per LA County/City orders).

**PUBLIC HEALTH AND HYGIENE PRACTICES:**
- Post applicable USC-approved signage at your event.
- Face coverings and physical distancing must be maintained during the event. A special announcement going over this at the beginning of the event is required.
- A message should be sent to attendees prior to event date advising all attendees to stay home if they are sick and to complete the symptom checker the day(s) of the event.
- Attendees should take the appropriate Health, Hygiene, and Safety training on Trojan Learn.
- Reservations are mandatory for all events and a check-in mechanism to track attendance is required for contact tracing purposes. Physical distancing must be maintained throughout check-in process.
- Point out restroom facilities for proper hand washing.
- Set up handwashing stations or alcohol-based (60% or higher) sanitizing stations on-site (station at entry areas and/or near food).
- Ask the venue manager for cleaning of the venue prior to your event if the site is not already clean.

- For all-day or multi-day events, clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- For events longer than 2 hours, ask for increased waste pick-up and restroom cleaning during.
- All food must be served table side to a single guest, individually wrapped or packaged. Buffets, platters or shared portions are not permitted.
- All beverages are to be individually packaged (e.g., canned or bottled beverages). For informal events, a water station with “bring your own” water bottles should be used instead of open pitchers.
- Eliminate sharing of commonly passed items, including serving utensils, pitchers, food and beverages.
- Contact the hospitality or catering manager to ensure a high level of food safety training, handling and hygiene for your event.

**Resources**
- Guidance for Future Events
  http://tiny.cc/core-future-events
- Events and Organized Activities FAQs
  http://tiny.cc/core-events-faq

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Version: 7.0F
Version Date: 7/23/2020
Appendix 2

(Insert COVID plan for Accommodating visitors with high risk and disabilities.)
Appendix 3

(Insert current COVID-19 campus access policy)
Appendix 4

(Insert current LADPH Guidelines)