

PROCEDURE FOR Campus Events Phase 5 V12 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 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

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

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.
- 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 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.

Definitions

Definition of an event: Any scheduled gathering of 25 or more people.

- NCAA Athletics competitions, meets and games, commonly played in stadiums, fields or arenas, are not considered USC events though they are still beholden to other USC policies.
- Classes that are part of the university curriculum are not considered university events**
- Most meetings that support the academic or business mission are not considered university events. Some meetings may qualify as events**

****See Section 4 - Event Permit Application for further details and requirements**

Definition of a 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 locations/facilities, whether owned by USC or a third party.

Guideline Details

1. Event Capacity & LA City Restrictions

General event capacity restrictions have been lifted, including those on all mega events.

- 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.
- 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.

2. Attendee Screening & Check in

- 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. Attendees with a recent exposure (in the past 10 days) may attend provided they are compliant with health officer orders including attesting they are symptom free, completing a covid test on day 3-5 after exposure, and wearing a well-fitting mask at all times.
- 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.

3. Event Mask Policy

- 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, **unless otherwise required by law.**
- 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) 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.
- **Some meetings and classes may require permits:**
 - **Meetings where no food or beverage is served are considered meetings and not gatherings or events, and do not require a permit, unless it meets specific criteria (see Appendix 1)**
 - **Meetings where food is served to 25 or more people require a permit. Those with less than 25 people do not require a permit.**
 - **Meetings that have snacks (limited food & beverages such as donuts, coffee, cookies or other simple snacks) do not require a permit.**
 - **Classes that are part of the university curriculum do not require an event permit unless they have a visiting dignitary, celebrity, or guest of notoriety.**

Please Appendix 1 for reference chart for further details

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~~ with unmasked performers may have specific requirements set by the academic units including proof of a negative test on the day of performance. ~~There are no additional requirements for presenters at this time.~~

- ~~• Indoor events where USC students will be unmasked as part of their performance require that:~~
 - ~~○ The performer, 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 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.~~

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. Attendees with a recent close

contact exposure (in the last 10 days) are required to wear a well-fitting mask at all times.

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. Attendees with a recent close contact exposure (in the last 10 days) are required to wear a well-fitting mask at all times.*

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."

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 and masking is strongly recommended.

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.

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.

Appendix 1

Event Permit Application requirements

Event Details	Attendees	Event Permit Required	NO Permit Required
Meeting - no food or beverage	any		x
Meeting - with snacks or light beverage	any		x
Meeting - with food & beverage	> 25	x	
Meeting - with food & beverage	< 25		x
Classes	any		x
Gathering of 25 people or more	> 25	x	
NCAA Athletics meets/competitions	any		x
Serving Food (not at a meeting)	any	x	
Visiting dignitaries, celebrities or high profile visitors	any	x	
Tabling	any	x	
Rentals - tents, stage, table & chairs, etc	any	x	
Performances	any	x	
Amplified Sound	any	x	
Pyrotechnics including lasers	any	x	
Carnival activities including Ferris Wheel	any	x	
Open flame (cooking, sterno for heating, etc)	any	x	
On campus requiring FPM services	any	x	

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: Vaccination or testing verification is not currently required for attendees of USC events.

~~Status of vaccination or negative test results 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~~ Most events do not require attendees to wear face coverings. If an event does have such a requirement, anyone refusing to comply with the requirement 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/>

Contacts

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PROCEDURE GOVERNANCE	
Corresponding Policy Number:	NA
Procedure Owner:	Adam Rosen
Responsible Office:	Office of Cultural Relations & University Events
Procedure URL:	https://we-are.usc.edu/living-and-working/events-and-activities/
Supplemental Documents:	NA