



## Enhanced Health and Safety Event (EHSE) Guidelines for Internal and External Events

### *For the University of Redlands Main Campus Revised on March 28, 2021*

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Event Services has outlined an enhanced set of event guidelines to help reduce infectious spreading, maintain healthy environments, and continue with a healthy operation. Please adhere to the guidelines below and abide by University health and safety procedures. Failure to do so may result in illnesses that could cause University event operations to be closed or limited temporarily. Updates to these guidelines will be made to incorporate evolving state, county, and University guidance.

When an event clearly qualifies within an Industry Guidance category, the capacity from the respective guidance will be used. If the event does **not** have clear industry guidance, guidelines for gatherings will be applied. All **external** events require **prior** University of Redlands approval to ensure the health and safety of our University community.

**Recommendations on Events and Gatherings from the Centers for Disease Control (CDC):**  
Event planners should “Strongly consider whether the benefits of an in person gathering (vs. a virtual gathering) significantly outweigh risks from COVID-19.”

[CDC Events and Gatherings: Readiness and Planning Tool](#)

#### **RISK CRITERIA [Used to Determine Low/Medium/High Risk Sectors]**

- Ability to accommodate face covering wearing at all times (e.g., eating and drinking would require removal of face covering).
- Ability to physically distance between individuals from different households.
- Ability to limit the number of people per square foot.
- Ability to limit duration of exposure.
- Ability to limit amount of mixing of people from differing households and communities.
- Ability to limit number of physical interactions of visitors/patrons.
- Ability to optimize ventilation (e.g., indoor vs outdoor, air exchange and filtration).
- Ability to limit activities that are known to cause increased spread (e.g., singing, shouting, heavy breathing; loud environs will cause people to raise voice).

[Blueprint for a Safer Economy \(3/12/2021\)](#)

## GUIDANCE FOR EVENTS AND GATHERINGS

### INDUSTRY GUIDANCE FOR HIGHER EDUCATION (IHE):

For IHE-specific activities, pursue virtual group events, gatherings, or meetings, if possible.

In-person gatherings **must** abide by the following tier-based guidelines:

TIER	GUIDANCE FOR GATHERINGS
<b>Purple Tier 1 (Widespread)</b>	All gatherings are prohibited.
<b>Red Tier 2 (Substantial)</b>	Indoor gatherings are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, with modifications. Outdoor gatherings permitted with modifications.
<b>Orange Tier 3 (Moderate)</b>	Indoor gatherings are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, with modifications. Outdoor gatherings permitted with modifications.
<b>Yellow Tier 4 (Minimal)</b>	Indoor gatherings are permitted but must be limited to 50% capacity, with modifications. Outdoor gatherings permitted with modifications.

### BLUEPRINT FOR A SAFER ECONOMY GUIDANCE

In addition to the guidance for higher education, we are guided by the California blueprint on activities for the business sector (which was last revised on 3/11/2021):

TIER	GUIDANCE FOR GATHERINGS
<b>Purple Tier 1 (Widespread)</b>	Indoor gatherings prohibited. Outdoor gatherings only with modifications, max 3 households.
<b>Red Tier 2 (Substantial)</b>	Indoor gatherings strongly discouraged, allowed with modifications, max 3 households. Outdoor gatherings permitted with modifications.
<b>Orange Tier 3 (Moderate)</b>	Indoor gatherings strongly discouraged, allowed with modifications, max 3 households. Outdoor gatherings permitted with modifications.
<b>Yellow Tier 4 (Minimal)</b>	Indoor gatherings strongly discouraged, allowed with modifications, max 3 households. Outdoor gatherings permitted with modifications.

For details by event type, visit:

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-September\\_2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-September_2020.pdf)

For state guidance on outdoor live events and performances, visit:

<https://files.covid19.ca.gov/pdf/guidance-live-performances--en.pdf>

**BLUEPRINT FOR A SAFER ECONOMY GUIDANCE – cont.**

TIER	GUIDANCE FOR PLACES OF WORSHIP [including churches, mosques, synagogues, temples, and this guidance also applies to cultural ceremonies such as weddings and funerals]
Purple Tier 1 (Widespread)	Indoor gatherings prohibited. Outdoor encouraged, indoor strongly discouraged but allowed with modifications, max 25% capacity.
Red Tier 2 (Substantial)	Open indoors with modifications, max 25% capacity. Outdoor gatherings permitted with modifications.
Orange Tier 3 (Moderate)	Open indoors with modifications, max 50% capacity. Outdoor gatherings permitted with modifications.
Yellow Tier 4 (Minimal)	Open indoors with modifications, max 50% capacity. Outdoor gatherings permitted with modifications.

**EVENTS AND GATHERINGS ON CAMPUS**

**EVENT PLANNING & PRE-EVENT EXPECTATIONS**

- Virtual communication with the Event Services Team is the preferred method while planning your event with Event Services - phone, email, Teams, or WebEx appointments available.
- Virtual sessions are encouraged whenever possible, streaming is recommended in place of, or in addition to, in person attendance.
- Vendors and their staff will be required to adhere to state, county, and University safety guidelines.
- **Event hosts** are encouraged to advise guests in [high-risk populations](#), or who have recently traveled, to stay home and avoid in person gatherings or to exercise caution.
- To assist with any necessary contract tracing, all event attendees will be required to check-in at the event site using the University’s form – full name, phone, email, visit/event information (location, date, time, duration, purpose, and contact).
  - If all attendees are part of the internal University community, events can use Presence to track attendance.

**Pre-Event Campus Tours**

- To assist with any necessary contract tracing, all tour attendees will be required to check-in at the tour site using the University’s form – full name, phone, email, visit/event information (location, date, time, duration, purpose, and contact)
- It is recommended tour attendees are from the same household “pod” and are limited to no more than 5 people.
- Event Services staff will be always present with attendees on campus and will meet them at their vehicle upon arrival.

- Face coverings that cover the nose and mouth are required to be worn at all times, including while in the restroom.
  - If an attendee does not come with a mask, one will be provided.
  - Exemptions to this: [Guidance for the Use of Face Coverings \(11/16/2020\)](#)
- Event Services staff will maintain physical distance from attendees whenever possible.
- The use of golf carts for touring will be suspended.
  - If vehicle travel is necessary, attendees will be asked to follow in their own vehicle.

### Event Timelines

- We will strictly enforce the 7-day reservation policy.
  - For events with more complex logistics, 14 or more days may be required.
- Campus service providers are only able to support one event, per day, per venue due to the increased labor-intensive routines to setup, clean, and disinfect equipment and venues.
- Keep gatherings short, limit the length of gatherings – the longer the duration of an event, the risk of transmission of COVID-19 increases.
- Venues will always remain locked – each service provider (including, but not limited to Event Services, Facilities Management, Media Services, and Harvest Table) will unlock spaces upon arrival and re-lock as they depart.
- **Event hosts** will need to check in with Event Services prior to their event to complete Visitor Check-In.

### DAY OF THE EVENT/GATHERING

- **Event hosts** should consider implementing a reservation system to limit and/or regulate the number of attendees.
  - Communicate with attendees to ensure the number of people arriving and departing at one time is limited.
- Minimize or singing, chanting, playing wind instruments, and similar activities where additional droplets are exhaled to reduce transmission.
  - Consider practicing these activities through alternative methods, such as streaming.
- Modifications to parking lots will not be made unless specifically requested or required.
- Household “pods” will be accommodated as much as possible if **event hosts** collect this information and share it with Event Services 10 days before the event so diagrams and setups can be updated accordingly.
  - We cannot accommodate day of setup changes as guests arrive.
  - **Event hosts** are responsible for monitoring household “pods” and that face coverings are being worn by attendees.
- If a case of COVID-19 is suspected or confirmed:
  - External clients should immediately contact Event Services.
  - Internal events should immediately contact your supervisor/advisor and complete the University of Redlands [COVID-19 Symptoms, Exposure, or Positive Test Reporting Form](#).
- Event Services staff, and all University employees, have been trained on these guidelines and to assist in the prevention of the spread of COVID-19. Event Services is required to wear face coverings at all times while at event venues.

## Event Attendees

- Attendees shall not attend if they are sick, exhibiting symptoms of COVID-19, or have been exposed to someone exhibiting symptoms of COVID-19.
  - COVID-19 symptoms, as described by the CDC, include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.
- It is encouraged to screen attendees as they arrive and remind them of available precautions.
  - Temperature checks are at the discretion of the **event host**.
- **Event hosts** are responsible for monitoring household “pods.”
- Face coverings that cover the nose and mouth are required to be always worn, including while in the restroom.
  - Face coverings are **not** provided by the University of Redlands at events.
  - Exemptions to this: [Guidance for the Use of Face Coverings \(11/16/2020\)](#).
- Health and safety protocols must be followed by all attendees:
  - Thorough and frequent handwashing with soap and water for 20 seconds and/or frequent use of antibacterial gel.
  - Avoid contact with eyes, nose, and mouth.
  - Cover coughs and sneezes with a tissue or the inside of the elbow
- Children should remain in the care of those in their household “pod” and not interact with other attendees, including other children.
- Please minimize the use of shared objects whenever possible
  - If possible, each attendee is encouraged to provide their own objects.
  - When items must be shared, disinfect between uses and disposable glove usage is encouraged.
- Monitoring and enforcement of these outlined guidelines will be done by **event hosts**.
  - Communicating expectations to attendees prior to the event is highly recommended.
  - Event Services will check for compliance and correct any deficiencies.
  - Event Services personnel are not responsible to hold attendees accountable.
- Events found to be in noncompliance with these guidelines may be subject to immediate termination and potential fines.

## EVENT VENUES

- Communal spaces will not be available for reservations.
- Special arrangements must be made for reservations in the Memorial Chapel and Currier Gym.
- New capacities have been calculated for physical distancing (6’-7’).
  - Capacities may be limited by % or maximum numbers.
- Plastic tables and chairs will be used for event setups whenever possible and will be disinfected between events.
- Physical distancing (6’-7’) must be adhered to.
  - Distance markings can be used to help maintain proper distance between attendees.
  - Discourage attendees from engaging in interactions that break physical distancing.

- Equipment and furniture have been strategically configured to facilitate this distancing; these items should not be moved.
- In some scenarios, one-way directional flow can be helpful in limiting crowding.
- Restrooms will be cleaned and stocked with soap.
  - Sinks may be restricted to allow for physical distancing.
- Venues will be equipped with large hand sanitizer stations.
- Drinking fountains will be disabled, water bottle refill stations may be open.
- Signage reminding guests of proper health and safety etiquette, including a reminder to wear a face covering, symptoms of COVID-19, and how to slow the spread of COVID-19 will be displayed at each venue near the entrance where attendees can easily review without touching.
- The University's custodial staff will regularly clean and disinfect event venues and commonly used surfaces with CDC recommended products.
  - Custodial fees will apply and may vary depending on event duration and attendance.
- Sustainability is always important to the University; however, we understand health and safety needs will sometimes require less sustainable practices.
- Campus is closed to the public.
  - Event attendees are permitted to be in the reserved venue but are not permitted to gather elsewhere on campus.

### **Modifications**

- There may be venues where modifications to these guidelines are necessary.
  - Attendees utilizing the venues must always abide by the modified requirements.

### **MEDIA SERVICES**

- Media Services will clean their equipment (mics, laptops, clickers, etc.) before and after events.
- Microphones will be placed on stands and should remain in the original location for the duration of the event.
- Refrain from touching microphones and do not pass them to multiple speakers.
- When equipment must be shared, disinfect between uses – disposable glove usage is encouraged.
- Users are required to be wearing a face covering that covers their nose and mouth when speaking at the microphone.
- Onsite technician attendance will be limited, support can be provided remotely.
- Last minute equipment modifications will not be accommodated – please make detailed arrangements in advance of the event to ensure the event needs are met.

### **FOOD SERVICE**

- Arrangements must be made directly with Harvest Table.
  - Approval from Harvest Table is required to use other food vendors and Sanitation Requirements form must be completed.
- Indoor dining qualifies as “Higher Risk” under CDC’s Considerations for Restaurant and Bar Operations; therefore, it is not permitted at this time, both within the food service outlets and at events.
- An exception to this is boxed meals with Harvest Table delivery prior to the event and pick up after the event’s conclusion.

- Food will be served.
  - Buffet style service, served by attendants, with safety modifications.
  - Individually packaged on a safe, self-serve buffet.
  - Delivered to an onsite location.
  - Picked up from a designated area.
- Self-service and served meals are not permitted at this time.
- Bars must be hosted to provide a touchless option; cash bars are not available.
- Sustainability is always important to Harvest Table; however, disposable food service items will be used at this time.
- Because linens cannot be easily sanitized during an event, please use assigned seating.
  - Event host is responsible for assigning seats prior to events.
- Harvest Table’s staff will strictly follow CDC, state, county, and University guidelines with cleaning, disinfecting, and safety measures.
- Monitoring and enforcement of these outlined guidelines will be done by **event hosts**.
  - Communicating expectations to attendees prior to the event is highly recommended.
  - Harvest Table will check for compliance and correct any deficiencies with **event host**.
  - Harvest Table personnel are not responsible to hold attendees accountable.
- Please remember, the CDC says:
  - Currently, there is no evidence to suggest that handling food or eating is associated with directly spreading COVID-19. However, people sharing utensils and congregating around food service areas can pose a risk. Limit food or beverage service in areas in which people are more likely to congregate as that may encourage unmasked interactions.”
  - There is evidence that under certain conditions, people with COVID-19 seem to have infected others who were more than 6 feet away. This is called airborne transmission.
  - Respiratory droplets can also land on surfaces and objects. It is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

[Guidance for Organizing Large Events and Gatherings \(3/8/2021\)](#)  
[Considerations for Restaurant and Bar Operators \(12/16/2020\)](#)  
[Considerations for Institutions of Higher Education \(12/31/2020\)](#)

## OUTDOOR AND DRIVE-IN EVENTS

- All applicable guidelines from above must be followed.
- Events, including setup and take-down time, are restricted from starting prior to 7:00am on weekdays and 8am on weekends, and can go no later than 10:00pm – City of Redland Ordinance No, 2579 and University Policy.
- The use of foul language and profanities is discouraged at all times. The University hosts many groups with diverse backgrounds. Courtesy towards others is always expected.
- Parking spaces must be spaces to ensure vehicles have at least 6’ of distance between them.
- Vehicles may only be occupied by members of the same household “pod.”
- Attendees must remain in their vehicle at all times and cannot sit outside to view services.
  - Distribution items must be provided individually to each vehicle as necessary rather than picked up from a common gathering point.
- Attendees may utilize restroom facilities – face coverings must always be worn when not in vehicle and should be put on before exiting the vehicle.
  - When restrooms are not available at a venue, the event host will be required to pay the rental fees of portable facilities rented by the University.

[Family Entertainment Centers – Last updated October 20, 2020](#)  
[Indoor and Drive-in Movie Theaters – Last updated October 20, 2020](#)