



Enhanced Health and Safety Event (EHSE) Guidelines for the University of Redlands Main Campus Updated June 30, 2021

Event Services has outlined an enhanced set of event guidelines to help reduce the spread of COVID-19, maintain healthy environments, and continue with a healthy operation. Please adhere to the guidelines below. Monitoring and enforcement of these guidelines will be the responsibility of the event hosts. Updates to these guidelines will be made to incorporate evolving state, county, and University guidance as needed.

People found to be in noncompliance with these guidelines may be subject to dismissal, termination of the event, and/or potential fines. Refunds will not be issued if events are shut down due to noncompliance.

If an outbreak on campus occurs, the University will evaluate the need to adjust the guidelines outlined here, particularly face coverings and distancing. An outbreak is defined as 3 or more cases in an exposed group of employees and a major outbreak is 20 or more cases in an exposed group of employees.¹⁴

Governor Gavin Newsom is not ending the California statewide "state of emergency." These Guidelines could change if the situation worsens again and state orders are changed (i.e., new variant).

The CDC recommends everyone 12 years and older should get a COVID-19 vaccine to help protect against COVID-19.

Continued Mitigation Strategies

While the state has relaxed many COVID restrictions and community interactions are resuming to their pre-pandemic state, the University continues to employ California Department of Health and the Center for Disease Control mitigation strategies proven to reduce the risk of transmission. The following interventions are listed in priority order such that the strategies known at this time to be more effective in reducing the risk of transmission appear before the ones that are helpful but may have a potentially smaller effect on preventing the spread of COVID.

1. Face coverings, stable groups, and physical distancing.
2. Adequate ventilation when indoors.
3. Hand hygiene.
4. Symptom and close contact exposure screening, with exclusion from events for individuals with symptoms or with confirmed close contact.
5. Surveillance or screening testing.⁶

This guidance applies to...

- Anyone on the University of Redland campus using indoor and/or outdoor venues. This includes University employees, students, vendors, visitors, guests, and external clients.
- University employees are also subject to the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS).^{3, 8, 11}

Event Planning

- Event Services staff, and all University employees, have been trained on these guidelines and are encouraged to assist in the prevention of the spread of COVID-19.¹⁵
- Virtual communication with the Event Services Team is available if preferred.
- Non-University vendors will be required to adhere to state, county, and University guidelines.
- Sustainability is always important to the University; however, we understand health and safety needs will sometimes require less sustainable practices.

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.¹⁰
- Attendees must conduct a health screening for symptoms of COVID-19 upon arrival.^{5, 6, 12} Event host can determine appropriate screening measures.
 - Temperature checks are at the discretion of the event host.⁵
- Health and safety protocols must be followed by all attendees:
 - Thorough and frequent handwashing with soap and water for 20 seconds, especially before and after eating.
 - Frequent use of antibacterial gel, particularly when hand washing is not possible.
 - Avoid contact with eyes, nose, and mouth.
 - Respiratory etiquette including covering coughs and sneezes with a tissue or the inside of the elbow.
- Minimize the use of shared objects whenever possible. If necessary, disinfect between uses.
- If a case of COVID-19 is suspected or confirmed (even if vaccinated):
 - External clients should immediately contact Event Services.
 - University employees should immediately contact your supervisor/advisor and complete the University of Redlands [COVID-19 Symptoms, Exposure, or Positive Test Reporting Form](#).
 - University students should immediately contact the Student Health Center and complete the University of Redlands [COVID-19 Symptoms, Exposure, or Positive Test Reporting Form](#).

Event Venues

- Venues will be equipped with hand sanitizer stations.⁵
- Indoor spaces will be well ventilated. If HVAC system is not in place, windows/doors must be open and fans will be used to increase natural air flow.^{4, 6, 15}
- In accordance with state guidelines, custodial will clean and disinfect frequently touched surfaces and objects such as door handles, furniture/equipment, shared objects such as computers and electronics, trash bin lids, light switches, sinks, counters, and white/chalk boards.
- Bathrooms will be stocked with soap and paper towels.
- Drinking fountains will be disabled; water bottle refill stations may be open.
- There may be venues where modifications to these guidelines are necessary.

Media Services

- Media Services will clean their equipment (mics, laptops, clickers, etc.) before and after events.
- Microphones can be placed on stands to remain in the original location for the duration of the event.
 - It is recommended speakers refrain from touching shared objects such as microphones and do not pass them to multiple speakers.
 - When equipment must be shared, consider disinfecting between uses.
- Onsite technician attendance will be limited unless coordinated in advance of the event, support can be provided remotely.
- Last minute equipment modifications may not be possible. To ensure best results, please make detailed arrangements in advance of the event.

Food Service

- Arrangements must be made directly with Harvest Table (HT).
 - Approval from Harvest Table is required to use other food vendors (instead of or in addition to Harvest Table) and a Sanitation Requirements form must be completed.
- Food Service Options
 - Buffet style service (self-serve or served by attendants)
 - Served plated meal
 - Individually packaged
 - Delivered to an onsite location
 - Picked up from a designated area
- HT will work on menu selections to fit any budget and can assist in creating the perfect custom menu.
- If an event has alcohol, HT will secure the proper permit from California Alcohol Beverage Control (ABC) if at least 30 days prior notice is provided. To obtain the permit, HT needs a Catered Event invoice showing the event information and a diagram from Event Services indicating where the bar will be located. If the bar is located outdoors, the bar/drinking area must be fenced.
- For self-serve items, Nano defense strips will be used and disposable gloves will be available, but are not required to be worn.
- Disposable plates and utensils are available upon request.

- Harvest Table’s staff will strictly follow CDC, state, county, and University guidelines with cleaning, disinfecting, safety measures, and use of PPE.
- Monitoring and enforcement of University 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.

Fully Vaccinated Defined

- For the purposes of this guidance, people are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).¹³

Face Coverings

- Follow CDPH Guidance for Face Coverings.³
- Fully vaccinated individuals may continue to wear a face covering by choice, especially around children and others who are vulnerable or not yet eligible for the vaccination. No person can be prevented from wearing a face covering as a condition of participation in an activity or entry into a business.¹
- The following individuals are exempt from wearing face coverings at all times:
 - Persons younger than two years old. Very young children must not wear a face covering because of the risk of suffocation.
 - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
 - Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
 - Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.^{1,9}

When everyone is fully vaccinated

- Face coverings are not required for fully vaccinated individuals (defined above).^{1,14,15}
- In youth settings, face coverings are required for everyone, regardless of vaccination status.^{1,7}

When not everyone is fully vaccinated

- In indoor public settings and shared space, face coverings are required to be worn by people who are not fully vaccinated.^{1,14,15}
- Face coverings are not required for fully vaccinated individuals (defined above).¹
- In outdoor settings, in general, people do not need to wear face coverings. However, the CDC recommends that people who are not fully vaccinated wear a face covering in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.^{9,14} Cal/OSHA says face coverings are not required outdoors, but face coverings

are recommended for unvaccinated persons outdoors where six feet of physical distancing cannot be maintained.¹⁵

- In youth settings, face coverings are required for everyone, regardless of vaccination status.^{1, 7}

Distancing

- There are no distancing restrictions for attendees, customers, and guests.^{3, 14, 15}
- For people who are not fully vaccinated, distancing while eating and drinking without a face covering is required.¹²

Capacity

- No restrictions, venues have returned to full capacity.³

Mega-events

- Mega-events are indoor events with 5,000 or more people and outdoor events with 10,000 or more people.²
- Please work directly with Event Services for special arrangements and guidelines.

Travel

- California no longer has a travel advisory in effect. There is no state recommendation to test and quarantine before and after travel.²
- Follow CDC recommendations.²

Proof of Vaccination or Negative Test Result

- In certain settings, proof of vaccination or a negative COVID-19 test may be required.¹
- Any one of following are acceptable as proof of full vaccination:
 - Vaccination card (which includes name of person vaccinated, type of vaccine provided, and date last dose administered), or
 - A photo of a vaccination card as a separate document, or
 - A photo of the attendee's vaccine card stored on a phone or electronic device, or
 - Documentation of vaccination from a healthcare provider, or
 - Self-attestation at point of registration or on the day of the event prior to entry into the venue.³
- Any one of the following are acceptable as proof of a negative COVID-19 test result:
 - Printed document (from the test provider or laboratory), or
 - An email or text message displayed on a phone from the test provider or laboratory, or
 - Self-attestation at point of registration or on the day of the event prior to entry into the venue.³
- Pre-entry negative testing (for events that require it) must be conducted 72 hours before arrival if using PCR (polymerase chain reaction) and within 24 hours before arrival if using an antigen tests.^{3, 8}
 - The test result information should include person's name, type of test performed, and negative test result (date of test must be within prior 72 hours).³

- Self-attestation can be used to meet both the fully vaccinated status and negative test requirements.^{1,4}
 - Self-attestation can occur prior to or upon arrival at an event.⁴
 - If in advance, each attendee will be asked to confirm they will meet the requirements for a negative test or are fully vaccinated before entry into the event.⁴
 - Onsite, confirmation can be made either in writing or verbally by the attendees prior to entry into the venue.⁴
 - By not wearing a face covering, attendees are self-attesting to the fact they are fully vaccinated.
- CDPH will continue to provide updated guidance for youth, healthcare, and high-risk congregate settings.³
- The University is not required to and will not retain a record of attendees' COVID-19 vaccination status or negative test results.⁴

Contact Tracing

- The University has developed a user-friendly check-in system for event hosts to use if they choose.
- The University will cooperate and work closely with the local health departments immediately following a positive test result to assist in any contact tracing efforts.^{4,8}

Camps/Conferences (Day & Overnight)

All day or overnight camps/conferences will be asked to follow the guidelines outlined in this section **in addition to** the guidelines outlined above.

- Proof of vaccination or a negative COVID-19 test is required for all attendees, to be verified by event hosts. The University will not review or collect a record of attendees' COVID-19 vaccination status or negative test results.
 - Pre-entry negative testing must be conducted 72 hours before arrival if using PCR (polymerase chain reaction) and within 24 hours if using an antigen tests.^{3,8}
 - For camps that extend beyond one week, periodic testing of unvaccinated attendees is strongly recommended.⁸
- Attendees must conduct a health screening for symptoms of COVID-19 upon arrival and again at least daily.^{5,6,12} Event host can determine appropriate screening measures.
 - Temperature checks are at the discretion of the event host.⁵ Each residence hall is equipped with a hands-free temperature reader.
- Avoid interactions or sharing space with another camp/conference.
- Space and routines should be arranged to allow for physical distancing of attendees as appropriate.⁵
 - Provide physical guides, such as painters tape or signs on walls, to ensure that attendees who are not fully vaccinated remain distanced.¹²
- Attendees should stay in fixed cohorts as much as possible and minimize or avoid contact with other groups or individuals, both within their camp/conference and in other camps/conferences.^{5,6,8}
 - Cohorts are small groups of staff and youth who stay together throughout the day to minimize exposure to other people while at camp/conference.¹²

- If possible, please try to stagger arrival, drop-off, pickup, and/or departure times to avoid crowding. For drop-offs and pickups, please make the process as brief as possible.^{6, 7, 12}
- Camps/conferences might consider having a supply of extra face coverings on hand.¹² The University will not have a supply available for camp/conference use.
- Do not share drink bottles or anything that has contact with someone else’s mouth or face.
- Attendees who are not fully vaccinated should avoid playing close-contact or indoor sports. When possible, sports and athletic activities should be done outdoors. If attendees will be engaging in close-contact or indoor sports, reduce risk by wearing a face covering, playing outside, and staying at least 6 feet away from others.¹²

Everyone is Fully Vaccinated

- Proof of vaccination for fully vaccinated attendees is required for all attendees.
- If all camp/conference staff and attendees are fully vaccinated, camps/conferences may operate without any additional public health recommendations, including returning to full capacity and no face coverings or distancing required.^{8, 12} Hand washing and respiratory etiquette are still strongly encouraged.¹²

Not Everyone is Fully Vaccinated

- Proof of pre-entry testing for COVID-19 for unvaccinated attendees is required.
- Consider requiring unvaccinated participants to quarantine at home for the 10-day period prior to camp/conference arrival, in addition to the pre-entry testing mentioned above.⁸
- When attendees who are not fully vaccinated are away from campus, they should choose safer activities and follow all prevention measures (e.g., face coverings, distancing).¹²
 - Consider having any not fully vaccinated attendees do a health screening test when returning after time spent away from campus.^{6, 12}

Emergency Operations Plan (EOP)

- Each camp/conference is required by the University to have an EOP developed in collaboration with state, county, and public health departments.^{8, 12}
- The EOP is intended to protect staff, youth, attendees, families, and the University.^{8, 12}
- EOPs should include plans for when someone gets sick.^{5, 6, 8, 12}
 - If there is a confirmed or suspected case of COVID-19, including staff or youth:⁶

	Attendee with:	Action	Communication
1.	COVID-19 symptoms (per CDC).	<ul style="list-style-type: none"> • Send individual home as quickly as possible.* • University remains open. 	<ul style="list-style-type: none"> • No action needed.
2.	Close contact with a confirmed COVID-19 case.	<ul style="list-style-type: none"> • Send individual home as quickly as possible.* • University remains open. 	<ul style="list-style-type: none"> • Consider University notification of a known exposure if exposure happened in a University setting.
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> • Send individual and other attendees home as quickly as possible.* • Notify the local health department (LHD). • Launch University contact tracing process. • Disinfection and cleaning of venue and primary spaces 	<ul style="list-style-type: none"> • University notification of a known case. • Notification of persons with potential exposure if case was present at University while infectious.

		<p>where case spent significant time.</p> <ul style="list-style-type: none"> • University remains open. 	
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* If needed, the University will provide spaces for symptomatic and infected people to quarantine or isolate on campus until they can go home, but camps/conferences should have procedures in place to return positive and/or symptomatic individuals home safely within 24 hours of the confirmed or suspected case of COVID-19. For minors under the age of eighteen (18), staff must provide adult, live-in advisors at a ratio of at least one (1) adult advisor for every ten (10) minor participants.

- Each group must identify a designated staff person to be their compliance officer and to support contact tracing.⁵
- For a list of other suggested topics to include in EOPs, see the [CDC: Guidance for Operating Youth Camps](#).¹² (These topics can apply to all camps/conferences, not just youth camps.)
- All attendees and youth’s families should be educated about safety plans and how they will be carried out and enforced, including how possible confirmed cases will be communicated.⁵
- The EOP and designated staff must be submitted to Event Services prior to arrival on campus.

Food Service

- Face coverings must be worn in food service areas.
- Service timeslots will be staggered to ensure just one group is in the food service area at a time.
- All food items will be served by University staff who will not handle anything that has been handled by a customer. All food will be served on a new, clean plate.
- For self-service items, Nano defense strips will be used and disposable gloves will be available, but are not required to be worn.
- Disposable plates and utensils are available upon request.
- Additional trips to the food service area can occur once all groups have been through for their first service.
- Dining areas will be available inside the Commons in designated areas for each camp/conference.
- For people who are not fully vaccinated, at least 6 feet while eating and drinking without a face covering is required.¹²

Housing

- Housing capacities are at the discretion of each camp/conference (i.e., singles or doubles).
 - Housing sheets show how many people share a bathroom.
- Common areas and shared restrooms will be portered at least daily and cleaned at least weekly.
- Custodial services will not be provided in guest rooms, apartments, or private bathrooms.
- Cleaning supplies will be available and refilled upon request.
- Event Services will provide all keys to the staff, not each individual camp/conference attendee.
- While linens will not be available, a pillow will be provided on each bed.
- Common areas will be setup at normal capacity with disinfecting wipes available.
- A professional University employee may be living in the hall in an all-inclusive apartment.

Youth Camps/Conferences

- A copy of the 2021 COVID-19 Guidance Checklist Day camps and other supervised youth activity settings is available on the Event Services website.⁵
- All notes in the Face Coverings section above apply, including the listed exemptions.
- Staff should teach and reinforce consistent and correct use of face coverings.^{6, 12}
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines¹) can be used instead of a face covering while in the classroom if the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.⁶
- Staff and youth should store face coverings properly and for reusable face coverings, wash them regularly to keep them clean. Staff and campers should have more than one face covering on hand each day so they can easily replace a used face covering with a clean one.¹²
- If transport vehicles are used, drivers must practice these guidelines and face coverings are required by all riders while in the vehicle, including the driver.⁵
- Be cautious of youth near hand sanitizer stations.

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- ¹ CDPH: Guidance for the Use of Face Coverings - Effective June 15, 2021 (June 15, 2021)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx#June15guidance>
- ² Safely reopening California: Last updated June 15, 2021 at 9:14 AM (June 15, 2021)
<https://covid19.ca.gov/safely-reopening/#top>
- ³ CDPH: Beyond the Blueprint for Industry and Business Sectors - Effective June 15 (May 21, 2021)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Beyond-Blueprint-Framework.aspx>
- ⁴ Beyond the Blueprint Questions & Answers (May 21, 2021)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Beyond-Blueprint-QA.aspx>
- ⁵ 2021 COVID-19 Guidance Checklist Day camps and other supervised youth activity settings*
<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffiles.covid19.ca.gov%2Fpdf%2Fchecklist-daycamps--en.pdf&data=04%7C01%7CNaomi.Bardach%40chhs.ca.gov%7Ce7ca7ef6c2d44e6a6ef908d92d0ef391%7C265c2dcd2a6e43aab2e826421a8c8526%7C0%7C0%7C637590365885606426%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLjBjTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&sdata=DG0%2BAK6daXW8b1tCMpNrnF97W0cCl7jzc8Pdr35wuk%3D&reserved=0>
- ⁶ COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (6/4/2021)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19-K12-Schools-InPerson-Instruction.aspx#Layers%20of%20Safety%3a%20Infection%20Mitigation%20Strategies>
- ⁷ COVID-19 UPDATE GUIDANCE: Child Care Programs and Providers (July 17, 2020)
<https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>
- ⁸ CDPH: Guidance for Overnight Camps (May 13, 2021)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-for-Overnight-Camps.aspx>
- ⁹ CDC: Guidance for Institutions of Higher Education (IHEs) (June 4, 2021)
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#print>
- ¹⁰ CDC: Symptoms of COVID-19 (February 22, 2021)
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#print>
- ¹¹ Cal/OSHA COVID-19 Guidance and Resources
<https://www.dir.ca.gov/dosh/coronavirus/>
- ¹² CDC: Guidance for Operating Youth Camps (May 28, 2021)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>
- ¹³ CDHP: COVID-19 Public Health Recommendations for Fully Vaccinated People (May 12, 2021)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Public-Health-Recommendations-for-Fully-Vaccinated-People.aspx#>
- ¹⁴ Interim COVID-19 Policies for All Employees (June 20, 2021)
- ¹⁵ Revisions to the COVID-19 Prevention Emergency Temporary Standards Frequently Asked Questions (June 18, 2021)
<https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html>