



Enhanced Health and Safety Event (EHSE) Guidelines for the University of Redlands Main Campus

Updated August 1, 2021

(Updates since 6/30/2021 EHSE Guidelines highlighted in red)

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

- **All individuals, regardless of vaccination status, are required to wear masks indoors while in any of our campus venues.**^{1, 14, 15 17}
- 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}
- Follow CDPH Guidance for Face Coverings.³
- 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}
- No person can be prevented from wearing a face covering as a condition of participation in an activity or entry into a business.¹

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}

-
- 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%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&sdata=DG0%2BAK6daXW8b1ltCMpNrnF97W0cCl7jzc8Pdr35wuk%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 CDPH: 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>
- ¹⁶ COVID-19 Integrated County View
<https://covid.cdc.gov/covid-data-tracker/#county-view>
- ¹⁷ CDPH: Guidance for the Use of Face Coverings (July 28, 2021)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>
- ¹⁸ CDC: Interim Public Health Recommendations for Fully Vaccinated People (July 28, 2021)
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>