



SMC SPECIAL EVENT COVID-19 PROTOCOLS

When internal staff and students are hosting campus events, please adhere to the following guidance. Be aware that requirements may change quickly – impacting your event – if COVID-19 transmission rates increase on campus or within the local community, or in response to local, state, or federal guidelines or requirements.

Organizers hosting events at SMC facilities always take responsibility for the planning, safety, and success of their events. Today is no different – and now there is the added public health concern of the COVID-19 virus. The COVID-19 pandemic presents risks to the health and safety of the SMC community. However, there are effective strategies to manage the risks, and keep the community safe.

What are the key considerations for a safe event in the context of COVID-19?

For any event, large or small, event organizers must attend to four vital concerns:

1. Safe cleaning and sanitizing in the venue;
2. Safe physical distance and movement for attendees;
3. Safer and minimal close-contact points during the event;
4. Safe hygiene, self-care, and care for others, by everyone at the event.

Monitoring and Enforcement

Event organizers are responsible for monitoring and enforcing safety and health measures for events and gatherings, specifically including the face covering, proper sanitizing, and physical distancing requirements. In particular, people not wearing a face mask are to be asked to put one on or leave the area to help maintain the safety of our staff, faculty, and students.

Event Setup – VENDOR REQUIREMENTS

1. All vendor personnel will be required to provide proof of up to date vaccination or proof of a negative test within 48 hours of the event.
2. All vendor personnel are required to complete the SMC COVID-19 Daily Symptoms Checklist prior to arriving on campus.
3. All vendor personnel will be required to wear facemasks.
4. All vendor personnel will be required to socially distance where feasible.

Protocols for Event Staff

1. Orientation – Training in the safety plan is required for all volunteers.

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2. All persons are required to complete the SMC COVID-19 Daily Symptoms Checklist prior to arriving on campus.
3. PPE is required to be worn at all times, provided by SMC.
4. All volunteers will be required to maintain social distancing where feasible if event is indoors.
5. Volunteers shall maintain their hands properly washed or sanitized at all times.

Occupancy

1. Indoor events: No event shall exceed 50% of the designated maximum occupancy designated for the location.
2. Outdoor events: Will be evaluated case by case for large events.

PPE

Evaluate your need for PPE to determine what is required for the staff working at the event.

1. If the event is outdoors, and social distancing is feasible, then masks would not be required.
2. If it is a large event, and difficult to control social distancing, then masks are required.
3. Masks are required for all indoor events. Surgical masks or KN95s shall be utilized.

Safe Cleaning and Sanitizing - Venue cleanliness and hygiene

Event organizers must confirm that the necessary supplies for personal hygiene (hand soap, hand sanitizer, etc.) are distributed throughout the venue. Event organizers should plan for sufficient venue signage, and event staffing, to promote healthy behavior on the part of everyone associated with the event. This means planning, and preparation of the venue, to ensure that it is thoroughly cleaned and disinfected before your event begins, during your event, and after your event ends.

1. Cleaning/sanitizing all event-related equipment and materials before, during, and after the event.
2. Cleaning/sanitizing venue before, during, and after the event, including securing venue until clean
3. Provide hand sanitizer at all locations where students and staff might congregate.
4. Obtain sanitizer wipes for wiping down multi-use tools.

Social Distancing

The event organizer must plan for available space and seating, given the number of participants and attendees. Planning must extend not only to all phases of the event, but also to potential interactions and coordination around any surrounding events which could combine to create

unsafe crowding. Event organizers must minimize close-contacts and crowding as much as possible, since these can increase risks of transmission.

Depending on the type and size of the event, examples of close-contact transactions and interactions will likely include:

Access-control points;	Bag inspections;	Concessions and other food service;
Registration, materials, merchandise;	Potential congestion in crowd-flow paths through each event space;	Event highlights which will draw attendee interest and crowding;

1. Social distancing is still a viable option in maintaining a safe environment.
2. Implement social distancing if feasible.

Signage

Event organizers must plan for proactive messaging in advance of the event, advising everyone of SMC's expectations for a safe and healthy campus (including physical distancing and face coverings), as well as encouraging potential participants to not attend the event if they are experiencing COVID-19 symptoms.

1. Provide signage throughout the event to remind individuals of the safety protocols. The campus has A-Frame signs with covid safety information that can be utilized for events.

Food Service

Food and beverage service must comply with the restrictions and requirements established by the LA County Department of Public Health [LAC | DPH | Food and Beverage Services \(lacounty.gov\)](https://www.lacounty.gov/health/food-and-beverage-services). Event-related food service must minimize transmission risks:

1. Eliminate self-service areas and shared-service buffets;
2. Provide only prepared individual servings;
3. Provide pre-packaged or pre-rolled utensils and napkins. All utensils will be handed to attendee with food order. Do not provide a large utensil dispensers;
4. Provide single-serve canned or bottled beverages only;
5. Offer only single-use condiment packets;
6. Eliminate passed/shared items such as bread baskets, water pitchers, etc.

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7. If serving open food, the food facility will handle all food from prep to service. All prepared food shall be away from the event attendees as not to allow coughing or sneezing into the food.
8. Food shall be served individually, one at a time.

Proof of vaccination

1. All non-SMC volunteers will be required to provide proof of up to date vaccination.
2. In lieu of proof of vaccination status, proof of a negative test 48 hours prior to event will be required.

Post Event Followup

Following the event, event organizers must be prepared for public health follow up, should someone be exposed to COVID-19. Public health responses may require contact tracing, if anyone associated with the event is confirmed positive for COVID19 infection. Maintain attendance rosters with contact information (name, primary phone number, email address), seating charts, and event duration, for 30 days, and make certain that venue staff have contact information for the event organizers.