



University of California, Santa Cruz

Procedure Name: Event, Meeting and Visitor COVID-19 Protocol

Effective Period: September 2021 - until further notice

Background:

The campus continues to manage the response to the COVID-19 pandemic, which includes several actions that university community members must take to remain in compliance with the campus Interim Public Health [Policy](#). All COVID-19 mitigations apply to visitors and non-affiliates ("Campus Visitors") who come onto any university operated site.

Purpose of Protocol:

This protocol provides clarification of the COVID-19 expectations for events, meetings, and for visitors and non-affiliates.

Protocol Applicable to the Following Campus Visitors:

- General visitors, including those coming to a university operated site for:
 - Activities and events
 - NCAA events
 - Utilization of facilities (Recreation & Aquatic Center, Campus Libraries, Track, Tennis Courts, etc.)
 - Engagement in academic activities in a capacity not covered by the UC vaccine mandate policy (e.g. auditing a class with instructor's permission)
 - Utilization of trails and outdoor areas
 - Visiting University museum, aquarium, arboretum, and other public access facilities.
- Job interview candidates
- Prospective students and families
- Families and friends of current students
- Vendors and contractors with contracts to operate on site
- Alumni, non-emeriti retirees, Osher Lifelong Learning Institute members , etc.
- One-time volunteers (individuals who volunteer for the University on a *regular basis* are covered by the University's COVID-19 Vaccine Policy and should be registered with the [University's Office of Risk Services](#).)
- Guest researchers and speakers

Protocol Details:

Requirements for Campus Visitors:

- All Campus Visitors must follow the campus COVID-19 mitigation requirements that include:

- All Campus Visitors regardless of vaccine status are required to complete a Daily Symptom [Survey](#) and show proof of securing clearance prior to entering UCSC facilities and physical spaces.
- Indoors, everyone must wear an approved [face covering](#), regardless of vaccination status, that must cover the nose and mouth.
- Unvaccinated people must also wear an approved face covering over the nose and mouth outdoors when in crowded spaces.
- Campus Visitors may not come onto campus or go into any University facilities or physical spaces if they feel unwell or have recently tested positive for COVID-19 .

Requirements for Campus Visitors to Student Housing and Dining:

Currently, there are no guest restrictions in student housing and dining but Campus Visitors must comply with the following:

- Visitors must be hosted by a residential student at all times and access is limited to the residential students assigned living area.
- All Campus Visitors regardless of vaccine status are required to complete a Daily Symptom Survey and show proof of securing clearance prior to entering Student Housing and Dining spaces.
- Approved face coverings are required for everyone, regardless of vaccination status, and must cover the nose and mouth when indoors.
- For Academic Year 2021-22, the University may amend the UCSC Housing Visitor/Guest Policy, including implementing a “no guest” policy for residential students, as needed to attempt to reduce spread of COVID-19 or to comply with public health orders or guidance. Students will be given notice via UCSC email if a residential “no-guest” restriction is put into place or modified.
- **Fall 2021 Housing Move-In Requirements** can be found [here](#).

Requirements for On-Site Events:

The state of California has set out requirements for mega-events. Mega-events are defined as indoor events with 1,000 or more people and outdoor events with 10,000 or more people. Anyone attending a mega-event must submit proof of vaccination or a negative COVID-19 test. Campus organizers of mega-events need to follow the requirements outlined by the state and found [here](#).

Non-mega-events taking place at campus sites, must abide by the following guidelines:

“Event” means any planned gathering where 25 or more people are in attendance or are reasonably anticipated to be in attendance at a UCSC location, including but not limited to celebrations, dances, lectures, forums, performances, social gatherings, concerts, speaker presentations, conferences or athletic contests or tournaments where 25 or more people are in attendance or are reasonably anticipated to be in attendance. Events do not include regularly scheduled academic classes, seminars, labs, or non-campus sponsored events where a third party rents a campus facility for a private event (e.g. a wedding reception). Campus affiliates who are subject to the University of California Vaccine Policy will have already provided proof of vaccination or have received an approved exception to be on campus and participate in events. The following applies to Campus Visitors.

Indoor Events Guidelines for Campus Visitors:

- All on-site indoor events with expected attendance of **25** or more attendees will require proof of vaccination or a recent negative COVID-19 test result (taken within 72 hours of the start of the event) for admittance.
- The host or event coordinator should provide attendees reasonable notice of the requirements of the event in advance. If proof of vaccination or a negative test is required, the entrance requirements can be met in the following ways:
 - Any attendee can show their CDC Vaccine Card (phone image acceptable) or digital vaccine record from the State of California. International attendees may show their translated vaccine record.
 - Any attendee can show a negative COVID-19 test result from the last 72 hours (must be a lab PCR test; home tests/antigen tests are not valid).
- Attendees who do not meet specified event requirements will not be permitted entry.
- Accurate attendee registration is recommended for all events to aid in contact tracing if needed.
- If food or beverages are served during the indoor event, event sponsors should follow any county specific guidelines related to food service. In addition, it is recommended that attendees have the ability to eat their meal outdoors if desired.

Outdoor Events Guidelines for Campus Visitors:

- Proof of COVID-19 vaccination or a recent negative COVID-19 test result (taken within 72 hours of the start of an event) is not required for outdoor events. Event organizers may choose to require these measures as long as it applies to all of their attendees.
- Event organizers are strongly encouraged to consider requiring face coverings for their outdoor events where there is the possibility of high density or close contact, although doing so is not required at this time for exclusively outdoor events.

Indoor Meetings

Indoor meetings include academic classes or seminars, department meetings, laboratory meetings or other routine business meetings. Participants, attendees and organizers include all categories of campus constituents: students, employees, guests, contractors, volunteers and visitors.

- Approved face coverings are required for everyone regardless of vaccination status and must cover both nose and mouth when indoors.
- No drink or food is to be consumed in academic classes or seminars in order to eliminate the removal of masks during instruction. If food or beverages are served at other indoor meetings, meeting sponsors should follow any county specific guidelines related to food service. It is recommended that attendees have the ability to eat their meal outdoors if desired.
- Organizers are encouraged to provide a remote meeting attendance option when hosting an in-person meeting, when feasible.

Public Access Facilities (e.g., Seymour Center, University Libraries, Recreational Facilities):

All Campus Visitors, regardless of vaccination status, are required to abide by the following:

- Approved face coverings are required for everyone regardless of vaccination status and must cover both nose and mouth when indoors.
- Campus Visitors must complete a Daily Symptom Survey prior to entering facilities and physical spaces.
- Facilities may prohibit the consumption of food or beverages indoors.
- Campus visitors who do not comply with policies will not be permitted to access the facility and be asked to leave.

Campus Tours

All visitors, regardless of vaccination status, who are participating in on-site and/or self-guided tours of campus are required to abide by the following:

- Visitors must complete a Daily Symptom Survey prior to entering UCSC facilities and physical spaces.
- Approved face coverings are required for everyone regardless of vaccination status and must cover both nose and mouth when indoors.
- Approved face coverings are required to board and ride Campus Transit. This is the same as the requirement Santa Cruz County has for the County METRO buses. No mask, no ride.

Issuing Office/Contact Information: Risk and Safety Services