SOMeCA
ENGAGE YOUR FUTURE

Event Guidelines for Fall 2021 Reopening

Welcome! We look forward to supporting your organization's success in this new year. We acknowledge there are many questions about how to plan events within changing public health guidelines. But with leadership and agency, it is possible to ensure your members' safety and hold great events and build community.

Over the summer, SOMeCA students and staff researched public health information, laws, and guidelines. We met with campuses across the state and developed clear and simple event guidelines that maximize your members' safety. These guidelines will be in place for Fall Quarter. In November, students and staff will assess conditions and consult with campus health, safety, and legal experts to decide if changes will be made for Winter/Spring.

Please take note of the following:
- For registered student organizations, an event proposal is required for all virtual and on-campus events and activities, regardless of event scale. Your advisor or a Peer Advisor will inform you of requirements before signing.

- Hosting registered student organizations must be informed by and compliant with up-to-date requirements. SOMeCA staff will let you know current facts and requirements of the CA Dept of Public Health, the City of Santa Cruz Public Health, Cal/OSHA, the UC system, and UC Santa Cruz.

- Individual campus venue/building managers have the discretion in implementing requirements to reduce risk and provide a comfortable and safe experience within each venue and building.
  - Please do not assume that venues are open or at full capacity

We have all seen how the dangers of COVID-19 can change unexpectedly. When planning events please remind your members to be flexible and understanding if changes are needed including cancellation of events due to an increase of COVID-19 cases.

Event Guidelines
For event-scale definitions, please refer to our Event Scales.
All events regardless of scale must adhere to:
- CDPH Guidelines
- UCOP, UC Santa Cruz and SOMeCA policies and protocols
- All students, staff and visitors must complete the COVID-19 symptom check prior to coming to campus

Small Events:
- Indoors, in person:
    - Max of 25 individuals in attendance
    - Masks or face coverings are required regardless of vaccination status
    - Indoor venues must have double the capacity of the event attendees, allowing for physical distancing and air flow (e.g. if you event attendance is 10 individuals, the venue capacity must be 20 or more)
- Outdoors, in person:
    - Max of 50 individuals in attendance
    - Masks or face coverings are highly recommended but optional.
- Virtual:
    - Max of 50 individuals in attendance
- Advance planning required:
    - Minimum of 1 week required for small-scale event proposals

Mid-Scale Events:
- Indoors, in person:
    - Will not be sponsored at this time for the well-being of the campus health & safety.
- Outdoors, in person:
    - Max of 100 individuals in attendance
    - Safety Agreements will be in place and must be agreed upon including masks or face covering implementation.
- Virtual:
    - Max of 100 individuals in attendance
- Advance planning required:
    - Minimum of 2 weeks required for mid-scale event proposals
    - Please keep in mind that financial transactions including 204 form processing, contracts, and service purchase orders can require planning between 4 to 6 weeks in advance.

Large Events:
- Indoors, in person:
    - Will not be sponsored at this time for the well-being of the campus health & safety.
- Outdoors, in person:
    - Will not be sponsored at this time for the well-being of the campus health & safety.
- Virtual:
    - More than 100 individuals in attendance
- Advance planning required:
    - Minimum of 3 weeks required for large-scale event proposals
    - Please keep in mind that financial transactions including 204 form processing, contracts, and service purchase orders can require planning between 4 to 6 weeks in advance.

Additional Event Guidelines

- Clearance Badge Protocol
  - The campus is managing student compliance through the Health e-Messenger system which creates the student "Clearance Badge." The clearance badge is a way to visually verify student compliance with all related COVID-19 mitigations.
  - If the organization will be asking to check badges, this must be done consistently to avoid allegations of bias, implicit bias or profiling. This means that a representative of the organization will be checking every student's badge that will attend the event.
  - If a student's badge is not green, they should not be admitted to any in-person events.
    - COVID-19 Compliance: Student Badge Protocols can be found here.

- Food & Entertainment (events & general meetings):
  - Any food provided at events must be pre-packaged food and beverages. Food and beverages must be purchased from a grocery store (ex. Safeway), a restaurant, UCSC catering and/or approved catering.
  - Indoor Events:
    - Food is not allowed to be consumed in indoor facilities regardless if the event is open to the public and/or private.
    - The organization can consider a grab-and-go or boxed meal option for the event attendees. .
      - Grab-and-go or boxed meal options require that the food be individually pre-packaged or boxed meals are provided.
  - Outdoor Events:
    - Food is allowed to be consumed at outdoor events.
    - The organization can consider a grab-and-go or boxed meal option for the event attendees. .
      - Grab-and-go or boxed meal options require that the food be individually pre-packaged or boxed meals are provided.
      - Buffets will not be allowed.

- Food Sales & Fundraisers:
  - For the well-being of the campus health & safety, food sales & fundraisers will not be sponsored and/or approved at this time.

- Travel:
  - Virtual Conference/Webinars will be sponsored by SOMeCA.
  - Due to COVID-19 pandemic and health risks posed by travel, in-person travel will not be sponsored. Travel is only permitted for critical research activities defined by the University. Please see COVID-19 & Travel Information including definitions here.