



401 Golden Shore, 5th Floor
Long Beach, CA 90802-4210

Executive Vice Chancellor and
Chief Financial Officer

562-951-4600
srelyea@calstate.edu

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- **Can the goals and outcomes of an event be accomplished effectively through alternative modalities of communication that do not require in-person engagement?** If so, campuses should consider utilizing these alternative modalities in place of an in-person meeting. These may include leveraging available technologies such as Zoom, or restructuring the meeting or event so that participants do not have to be in close proximity to each other. In all cases, use of alternative modalities should involve consultation with disability accommodations professionals on the campus to ensure that the event or meeting is accessible.
- **Will intended audience members be traveling via air to attend the event, in particular on flights that will be of longer duration?** The process of entering airports, undergoing security screening and flying for prolonged periods of time in close proximity to others increases risk of exposure to COVID-19. Further, individuals arriving from US cities/regions or other countries with a higher prevalence of COVID-19 infections (especially individuals who have recently traveled to or from countries designated as Level 3 by the CDC) may further increase the risk of transmission. The more that an event or meeting will require travel by participants from a dispersed and/or unknown array of locations, the more the campus should err on cancelling the event/meeting or conducting the event through alternative means.
- **Will intended audience members or meeting participants be members of target populations considered to be at increased risk or susceptibility to COVID-19 infection** (e.g., individuals over age 60, individuals with compromised immune systems, individuals with severe underlying health conditions — like heart disease, lung disease and diabetes, etc.). If so, campuses should err more on cancelling the event/meeting or conducting the event through alternative means.
- **What is the current guidance from your local health department?** The guidance issued by the California DPH is certainly one resource to consult, but the epidemiology of COVID-19 has varied greatly by region, ranging from counties that still have no reported COVID-19 infections to one county that has reported its first COVID-19 fatality. As such, campuses should consult with their local health department officer when deciding on how handle any particular event or meeting.
- **What is the size of the event?** While the size of any event may be a consideration, this should not be used as the sole determining factor, as the size of an event must always be assessed in the context of a broader range of factors. Small events that incur high risk are just as concerning as larger events where other risk factors are not at issue. Similarly, the number of people involved should be considered against the size and nature of the venue for the event or meeting. Nonetheless, events that bring larger numbers of people together – particularly in a confined space – do increase the likelihood of exposure.

For all events and meetings, regardless of the size, instituting rigorous environmental cleaning before and after the event/meeting, as well as minimizing the amount of person-to-person contact, as well encouraging the practice of preventive behaviors (e.g., providing hand sanitizer, tissue, etc.), is strongly recommended.



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If campuses do elect to cancel or reschedule events or meetings, we recommend collaborating with University



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- Campus counsel: Campuses should consult with their designated point of contact from the Office of General Counsel.

SR/lh

Attachment: *Rubric for Evaluating Events and Meetings - Infectious Disease Pandemic Planning Tool*
(Current as of March 9, 2020)!

cc: