COVID-19 Event or Gathering Safety Requirements

General COVID-19 Requirements

All events, gatherings and meetings held at Sonoma State University require the following COVID-19 safety protocols. For any questions, please contact risk@sonoma.edu.

Exceptions: Events booked through Conference and Events Services require a separate COVID Safety Plan and may include other requirements not listed here. Additionally, academic courses with in-person instruction do not need to complete this form.

- Event hosts/coordinator and attendees must adhere to all safety requirements established by Sonoma State University including following all posted and written COVID-19 safety guidelines established by the University.
- Event hosts/coordinator are responsible for enforcing attendees adhere to all COVID-19 requirements, if they are failing to do so. Event hosts will serve as COVID-19 Safety Monitor at the event. If the host/coordinator is unable to monitor or will not be present at event, they must identify the person(s) to serve in this position.
- All attendees must complete a daily wellness screening prior to arriving on campus each day.
- Facial coverings must be worn at all times while indoors and outdoors where physical distance is less than six feet. Masks must be worn indoors. However, masks may be taken off for brief periods while eating, drinking, or taking oral medications. When eating or drinking indoors a mask should be worn between bites and sips.
- Event hosts will promote and exhibit healthy habits including handwashing, facial coverings, and all other COVID-19 safety requirements.
- Hand sanitizer and surface disinfectant wipes are required to be made available to attendees, and must be ordered through RM. Quantity will be based on event size and locations and charges may be incurred. This may be done through stations already posted in campus buildings or spaces.
- Event hosts will communicate the location of handwashing facilities to attendees at every event.
- Event hosts must maintain accurate and complete attendance records per session via a sign-in format, either electronic or paper (electronic check-in is highly recommended via individual devices). Records must be collected and submitted to Risk Management at the end of the event (or end of each day if a multi-day event) and both parties will maintain records for 30 days for contact tracing purposes.

Acceptable forms of attendance records include:

- Printing and displaying a paper Attendance Log for attendees to complete as they sign in. Log should be scanned and emailed to Risk Management at the close of the event.
- Create a digital sign in sheet and post a QR Code for attendees to scan and sign in at check in. The digital sign in sheet should be emailed to Risk Management at the close of the event.
- Attendees pre-register for the event, then Event Host cross references list to verify actual attendance at event check in and signs in any unregistered attendees the day of the event. The complete registration list with verified attendance should be scanned and/or emailed to Risk Management at the close of the event.

- Event plans and protocols will be subject to local, state and federal guidance that may change.

By proceeding with an in-person meeting or gathering, the event host/coordinator understands that there remains a risk of exposure to COVID-19. The event host/coordinator understands that regardless of any precautions taken, an inherent risk of exposure to COVID-19 will exist. The event host/coordinator is responsible for communicating this to all event attendees.