

DATE: March 12, 2020

TO: CSU Presidents

FROM: Steve Relyea
Executive Vice Chancellor and Chief Financial Officer



**ACTION: Events and Meetings -
Campus Preparedness (Updated)**

SUBJECT: **COVID-19 (Novel Coronavirus) – Updated Guidance to Campuses for Events & Meetings**

Background/Purpose

The CSU Chancellor’s Office provides the following updated guidance to assist campuses in making decisions about whether to continue, cancel, or reschedule a meeting or event to be hosted by the campus. The updated guidance has been prepared in response to [new guidelines issued by the California Department of Public Health \(CDPH\)](#) in response to [Executive Order N-25-20 issued by Governor Gavin Newsom](#). This CSU Chancellor’s Office guidance supplements previous guidance provided on March 9, 2020, and should be considered in combination with earlier information provided.

This guidance continues to be provided with the purposes of mitigating COVID-19 incidence and prevalence through social distancing.

Guidance on Mass Gatherings of 250 People or More

Large gatherings involving 250 or more individuals should be cancelled or rescheduled. This includes, but is not limited to, conferences, performances, athletic events, and other social gatherings.

A “gathering” is defined by the CDPH as any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space.

At this time, the CSU Chancellor’s Office interprets the guidance provided to apply primarily to co-curricular and/or non-instructional activities. However, campuses should strongly consider this CDPH guidance when reviewing plans for instructional continuity.

Guidance on Smaller Gatherings

Campuses should continue to rely on the CSU Chancellor’s Office guidance issued previously to guide decisions about whether to continue hosting events and meetings that comprise of less than 250 individuals. For activities and events deemed essential by the campus, smaller gatherings must be held in venues that allow *social distancing of six feet per person*. If this degree of social distancing cannot be achieved – regardless of the venue in which the gathering is being hosted - then the gathering should be canceled or rescheduled.

CSU Campuses	Fresno	Monterey Bay	San Francisco
Bakersfield	Fullerton	Northridge	San José
Channel Islands	Humboldt	Pomona	San Luis Obispo
Chico	Long Beach	Sacramento	San Marcos
Dominguez Hills	Los Angeles	San Bernardino	Sonoma
East Bay	Maritime Academy	San Diego	Stanislaus

The CDPH is further recommending that gatherings of individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than 10 people. Individuals considered at higher risk include: individuals over age 60, individuals with compromised immune systems, and individuals with severe underlying health conditions — like heart disease, lung disease and diabetes, etc.

Again, at this time, the CSU Chancellor's Office interprets the guidance provided to apply primarily to co-curricular and/or non-instructional activities. However, campuses should strongly consider this CDPH guidance when reviewing plans for instructional continuity.

Systemwide Resources

Please continue to take advantage of these CSU systemwide resources in your campus planning and preparedness efforts:

- Instructional continuity: Alison Wrynn, Associate Vice Chancellor for Academic Programs, Innovation and Faculty Development, at (562) 951-4672 or awrynn@calstate.edu.
- Student activities, services and support: Luoluo Hong, Associate Vice Chancellor for Student Affairs and Enrollment Management, at 562-951-4744 or lhong@calstate.edu.
- International programs and travel: Leo Van Cleve, Assistant Vice Chancellor International and Off-Campus Programs, at (562) 951-4790 or e-mail at lvancleve@calstate.edu.
- Human resources and personnel matters: Stephanie Wright, Chief of Staff, Human Resources, at 562-951-4253 or swright@calstate.edu.
- Risk management, health and safety concerns: Zachary Gifford, Director of Systemwide Risk Management, at (562) 951-4580 or zgifford@calstate.edu.
- Information technology: Michael Berman, Assistant Vice Chancellor and Chief Information Officer, at (562) 951-4235 or mberman@calstate.edu.
- Communications and public affairs: Mark Woodland, Assistant Vice Chancellor for Communications, at (562) 951-4657 or mwoodland@calstate.edu.
- Campus counsel: Campuses should consult with their designated point of contact from the Office of General Counsel.

Attachment: COVID-19 (Novel Coronavirus) – Guidance to Campuses for Events & Meetings (March 9, 2020)

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Updated Guidance for Events & Meetings

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cc: Timothy P. White, Chancellor
Loren Blanchard, Executive Vice Chancellor for Academic and Student Affairs
Andy Jones, Executive Vice Chancellor and General Counsel
Garrett Ashley, Vice Chancellor for University Relations and Advancement
Evelyn Nazario, Vice Chancellor for Human Resources
Larry Mandel, Vice Chancellor and Chief Audit Officer