

APPROVED GATHERINGS SAFETY CHECKLIST

Overview

As Chapman prepares for a Fall 2020 reopening of campus operations, the safety of students, staff, and guests will be the primary concern when gatherings are being planned.

All large gatherings will be required to have approval from the CU Safety Back executive committee. Once this approval is granted, the following protocols are required to be in place.

Contact Tracing & Advance Reservations

- In order to ensure gathering limits are not exceeded and attendees have the opportunity to review and agree to safety protocols, **advance reservations by participants/attendees are encouraged for all events.**
- All event publicity (web pages, Facebook posts, emails) should contain language explaining that screening and other measures will be in place and that attendees may be refused entry.
- Signage at events will be required informing participants of the safety protocols they are expected to follow.
- Touchless payment and electronic ticket delivery options should be used to reduce contact points.
- Collecting names and emails of all participants will be required for the purpose of contact tracing should an outbreak occur.

Worker Health & Safety:

- Personal Protective Equipment (PPE) will be required for all staff and other workers.
- The sharing of equipment should be minimized (ticket scanners, flashlights, etc.) All equipment should be sanitized before and after use.

Attendee Admitting Process:

- All events are required to have specific points of entry. Open-air events must have proper security to ensure all attendees are entering through designated points of entry only.
- All participants and event workers will be required to wear a mask subject to state, local, and university guidelines. Masks should be made available to participants who do not have their own.
- Any handouts (such as programs or give-away items) should be provided in a self-grab method and should be minimized to only essential items.

Social Distancing:

- In order to maintain a 6-foot distance between unrelated groups, the following measures must be taken:

- Participants should be seated 6 feet apart (36 square feet) in a checkerboard style (groups or “fan pods” are allowed to be seated together.) Seating capacity must be reduced (roughly 10-25% of usual capacity) to allow for this.
- Anywhere participants are required to queue should have marked intervals of 6 feet (restroom, ticketing counter, venue entrance, concessions, etc.).
- A barrier of 6 feet must exist between event attendees and performers/athletes/presenters.
 - Outdoor events should be clearly marked to ensure “fan pods” are separated by 6 feet.
- When ticket scanning is required, this should take place in an open-air area outside of venue entrance when possible and should be conducted in a touchless method.

Sanitization:

- Areas of the venue most frequently touched by workers or attendees should be sanitized regularly using CDC-approved disinfecting products.
- Hand sanitizer should be readily available throughout the venue.

Customer Service:

- For paid events, because of quickly changing circumstances, all event registrations will be fully refundable (for any reason – no questions asked) up until the start of the event for events taking place in fall 2020.
- Anyone denied entrance for safety reasons (such as high temperature, showing symptoms, recent exposure) will receive a full refund.

Merchandise/Concession Sales:

- Merchandise and concessions should only be touched by event workers (no trying on, no returns).
- Contactless payments should be considered.
- Workers handling merchandise or concessions are required to wear gloves.