

# PROJECT RESTART

UNIVERSITY OF SOUTHERN CALIFORNIA

## USC Event Guidance - Public Health & Hygiene

### PHASE III: Indoor and Outdoor event and gathering sizes are limited (subject to change per LA County/City orders).

Event occupancy must be limited at any given time, such that all people in the venue can easily maintain at least a six-foot distance from one another at all practicable times.

**Indoor Venues** - Indoor venues may have a maximum of 50% of total occupancy or 50 individuals, both at six-foot physical distance, whichever is lower.

**Outdoor Venues** - Outdoor event occupancy is limited to a maximum of 50% of total occupancy or 100 individuals, both at six-foot physical distance, whichever is lower. Event attendees are limited to only students, faculty, and staff (no non-university guests).

### PHASE IV: Normal events and gatherings with physical distancing per public health guidance (subject to change per LA County/City orders).

#### PUBLIC HEALTH AND HYGIENE PRACTICES:

- Post applicable USC-approved signage at your event.
- Face coverings and physical distancing must be maintained during the event. A special announcement going over this at the beginning of the event is required.
- A message should be sent to attendees prior to event date advising all attendees to stay home if they are sick and to complete the symptom checker the day(s) of the event.
- Attendees should take the appropriate *Health, Hygiene, and Safety* training on Trojan Learn.
- Reservations are mandatory for all events and a check-in mechanism to track attendance is required for contact tracing purposes. Physical distancing must be maintained throughout check-in process.
- Point out restroom facilities for proper hand washing.
- Set up handwashing stations or alcohol-based (60% or higher) sanitizing stations on-site (station at entry areas and/or near food).
- Ask the venue manager for cleaning of the venue prior to your event if the site is not already clean.

#### REQUIRED

- All events must apply for a permit and receive approval before proceeding with your event.
- Events may only take place if they have a verified and business necessity. Seek pre-approval from your school, department, Student Affairs or Advancement.
- Register all events at:  
<https://eventspermit.usc.edu/>.

- For all-day or multi-day events, clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- For events longer than 2 hours, ask for increased waste pick-up and restroom cleaning during.
- All food must be served table side to a single guest, individually wrapped or packaged. Buffets, platters or shared portions are not permitted.
- All beverages are to be individually packaged (e.g., canned or bottled beverages). For informal events, a water station with “bring your own” water bottles should be used instead of open pitchers.
- Eliminate sharing of commonly passed items, including serving utensils, pitchers, food and beverages.
- Contact the hospitality or catering manager to ensure a high level of food safety training, handling and hygiene for your event.

#### Resources

Guidance for Future Events  
<http://tiny.cc/cov-future-events>

Events and Organized Activities FAQs  
<http://tiny.cc/cov-events-faq>

