

Touro University California Guidelines for Larger Events and Smaller Meetings

Organizations around the world have been assessing how to help prevent the spread of COVID-19, including steps they take with respect to events and travel. At Touro University California (TUC), we are aiming to balance multiple factors, including, continuing our work in education and community outreach to the greatest extent possible, while also keeping our community safe and protecting the health of communities beyond our campus, as well.

Events¹

Given the instances of community spread of COVID-19 that have now begun to appear in California and elsewhere, we believe it is our responsibility to take further prudent steps that help to inhibit, rather than accelerate, the spread of the virus. One such step is to reconsider and reduce the number of TUC events that bring together, in close proximity, large numbers of attendees, particularly those coming from both on and off campus who then return to their communities in a variety of locations around our region, nation and world.

At this time, we are strongly encouraging TUC departments to cancel or postpone events they are hosting between March 11, 2020 and May 1, 2020 that involve more than 75 participants.

In some cases, there may be circumstances that suggest a smaller or adjusted event may be appropriate. In evaluating your scheduled events, we urge you to consider the following:

- The number of people attending and the event site. The 75 number provides a baseline for planning. Some events that are smaller, but in confined spaces, should be reconsidered. Some events may be larger, but the facilities involved may allow for sufficient social distancing of attendees, and other safeguards such as reduced attendance, personal hygiene protocols and enhanced cleaning may be possible.
- The numbers of expected international visitors, who may face difficulties coming or returning to their home countries given the changeability of travel restrictions.
- The age and health of expected attendees, recognizing that evidence to date suggests greater impacts on vulnerable populations, including older individuals.
- The fact that staff will need to help prepare for, service and clean up after your event.

If you believe your event of more than 75 people merits an exception with the above considerations in mind, we ask that you consult with Environmental Health & Safety. We will work with you to assess the risks from a public health perspective. You can initiate your inquiry by sending an email to Peter Stocks, TUC's Environmental Health & Safety Officer, at Peter.Stocks@tu.edu. Communicating with Mr. Stocks is also the recommended way to get questions answered about any group events your department may have, whatever their size.

Meetings

Generally speaking, TUC encourages its faculty, staff, and students to follow the Department of Health recommendations to reduce the likelihood of spreading the virus. We encourage you to make determinations as to whether your meeting is essential and requires in-person participation. For essential meetings on our TUC campus, the following additional considerations should be followed:

- If you plan on utilizing TUC's food services for your meeting, we recommend serving individually wrapped items, rather than larger communal ones.
- If your meeting includes the participation of, or presentation from, a non-TUC community member (e.g. a guest speaker, etc.), please make sure to follow all applicable Department of Health and TUC recommendations, including confirming self-quarantine in the case of international travel, proper campus space utilization to practice social distancing, etc.

An effective strategy for minimizing the spread of the virus is greater social distancing, which can include more effective use of technology. When possible, TUC encourages phone calls or Zoom videoconferences in place of events, meetings, or face-to-face contact in significant numbers.

¹ For the purposes of this guide, a TUC "event" is defined as an extracurricular experience. This means that all curricular or other academic gatherings or courses (e.g. classroom obligations, etc.) are not covered by this guide.