

UPDATED: September 9, 2022

Summary: As a general rule, indoor events at the UC Washington Center require masking in the event space, allow for drinking but NOT eating while masked in the event space, and allow for pre-packaged food service and eating outside the event space in the hall, lobby, or relevant area. These protocols reflect our primary interest in the health and safety of the UCDC community.

These protocols will be in effect until further notice and adjusted as needed to respond to evolving public health conditions.

Please read this document carefully for details and specific exceptions.

Section 1: Definitions

The following definitions apply to the protocols outlined in this document.

- A. Event: A meeting, gathering, activity, or class that takes place at the UC Washington Center.
Exception: UCDC classes.
- B. Attendees: Any person who participates in an event for any length of time and in any capacity.
- C. UCDC-Sponsored Event: Any event that is planned and sponsored by UCDC units.
- D. UCDC-Approved Event: Any event that is planned by an entity other than a UCDC unit and is approved for use at the UC Washington Center.
- E. Event Organizer: A UCDC employee
 - a. who manages or coordinates an event
 - b. who can be on-site and available in advance and at the start of the event
 - c. who manages and ensures compliance of UCDC COVID-19 protocols
 - d. who coordinates with the UCDC COVID-19 Response Team to ensure protocols are followed
- F. Approved Event Host: The primary point of contact for a UCDC- approved event
 - a. who will be on-site and available when the event/meeting takes place
 - b. who manages and ensures compliance of UCDC COVID-19 protocols
 - c. who coordinates with the Event Organizer to ensure protocols are followed
- G. COVID-19 Test: A COVID-19 antigen test approved under emergency use authorization by the FDA, including tests provided by UCDC and those available widely at pharmacies and other retail locations.

Section 2: Scope

All applicable UCDC events must adhere to the protocols described in this document. If you have questions about the applicable protocols for your event, please contact [UCDC COVID-19 Response Team](#)

Meeting Organizers are required to follow the guidance outlined in Section 7 when the UCDC event includes non-UCDC attendees.

Section 3: Vaccination Requirements for Visitors and Vendors

Visitors to the Washington Center and non-UC vendors are not required to comply with the [UC COVID-19 Vaccination policy](#), but they must follow all UCDC COVID-19 protocols, including proof of a negative antigen test. See Section 4.

Section 4: Pre-Participation Requirements for Events at UC Washington Center

Before participating at an event held at the Washington Center, all attendees must meet the following requirements *each day*.

- A. Mask: wear an approved mask according to the most current [UCDC COVID-19 Protocols](#)
- B. Test Negative: Provide proof of a negative test within the previous 24 hours, or test on-site with a UCDC provided rapid antigen test and provide proof of a negative test result.
 1. If attendee tests before arriving at the Washington Center, they must show a dated and photographed negative test result
 2. If an attendee has not tested before arriving at the Washington Center, the Event Organizer will direct them to test in an appropriate area away from others (e.g., the East Alcove on-site testing location, hotel room, car, or other private space) and to await results prior to proceeding to the event. If the attendee does not have a test with them, the Meeting Organizer may provide one.
 3. For detailed instructions for positive tests, see Section 6.
- C. Pass UCDC Screen: Show proof of the UCDC Screen “APPROVED” clearance confirmation email after completing the [UCDC Screen COVID-19 symptom survey](#)

Section 5: Participation in Events at UC Washington Center

To participate in events held at the Washington Center, all attendees must meet the following requirements *each day*.

- A. Indoor Events
 1. Should be held in a space that is oversized for the number of attendees whenever possible
 2. Masking
 - i. Required when physical distancing of six feet is not possible among attendees.
 - ii. Not required but strongly encouraged when physical distancing of six feet is possible among attendees.
 3. Food and beverages



- i. Food is NOT permitted in event spaces; masks may be moved temporarily for drinking, but not for eating.
 - ii. Food may be offered before, after, or during breaks, but consumed ONLY outside of the event space (in the student apartments, hall, lobby, or other relevant area)
 - iii. Food and drink must be pre-packaged for individual consumption.
 - iv. Exception: when masks are not required (above A.2.ii), then eating and drinking are permitted in the event space. Food must be served outside of the event space.
- B. Outdoor Events
 - 1. Should be held in a space that is oversized for the number of attendees whenever possible
 - 2. Masking
 - i. Strongly encouraged while not actively eating or drinking
 - 3. Food and beverages
 - i. Catering or serving food is permitted.

Section 6: Exposure and Positive Case Reporting and Notification

In the instance of a confirmed positive COVID-19 case:

- A. Before the event: The attendee who tests positive should stay home, not attend the in-person event, alert event/meeting organizers, and follow CDC isolation guidelines.
- B. During the event: The attendee who tests positive is required to take the following actions.
 - 1. Leave the event immediately and follow CDC isolation guidelines.
 - 2. Immediately notify the UCDC Incident Report Team of a positive case by emailing UCDC-COVID-19-Response@UCDC.edu or calling 202-415-9275.
- C. Within five days following the event: The attendee who tests positive is required to take the following actions.
 - 1. Immediately notify the UCDC Incident Report Team of a positive case by emailing UCDC-COVID-19-Response@UCDC.edu or calling 202-415-9275.
 - 2. After notification, follow the CDC isolation guidelines.
- D. Notifying potential contacts, other attendees: The UCDC Incident Report Team will contact you to review close contacts and perform contact tracing.

Event Organizer should do the following if a positive case is reported to them:

- A. Notify the UCDC Incident Report Team of any positive cases by emailing UCDC-COVID-19-Response@UCDC.edu or calling 202-415-9275.
- B. Follow the instructions provided by the UCDC Incident Report Team.

The UCDC Incident Report Team will conduct contact tracing and counsel the person reporting as well as close contact attendees, as appropriate.

Section 7: Planning Steps for Event Organizers/Approved Event Hosts

For Approved Event Hosts:

- A. Send UCDC COVID-19 protocol requirements to all attendees and primary contacts for service staff and vendors. Recommend sending at least five days prior to the event.
- B. Obtain and ensure availability of COVID-19 supplies at the on-site event (approved masks, a limited supply of five back-up COVID-19 tests, etc.).
- C. Make sure attendees comply with pre-participation requirements (see Section 4).
- D. Maintain an event attendee contact list (including the primary contact for service staff and vendors) to provide to the UCDC Coordinator of Auxiliary Services for contact tracing purposes.
- E. Ensure UCDC COVID-19 protocols are followed during the event.
- F. Provide information on how to report exposure or a confirmed positive case of COVID-19 (see Section 6).
- G. Notify the UCDC COVID-19 Response Team of a confirmed positive COVID-19 case if an attendee reports to the host in error.

For Event Organizers:

- A. Contact UCDC Events for access to the documents listed below
 1. TEMPLATE - UCDC-sponsored events COVID-19 protocols for attendees
 2. Event attendee contact list (includes primary contacts for service staff and vendors)
 3. Folder to upload attendee contact list (upload when requested by the UCDC Incident Report Team)
 4. UCDC-Sponsored Event Request Form