

Pitzer Student-Led Gatherings and Events/Meetings Guidelines - Fall 2021

These guidelines are for student-led gatherings, events, programs and/or meetings during Fall 2021. Student leaders are required to review these guidelines and complete an orientation with Campus Life before planning an event/program/meeting.

Tier: Red, Yellow, Green	Red, not allowed currently	Yellow, allowed with restrictions	Green, allowed and regular operations
NOTE: This status is determined by leadership and the COVID-19 task force and is informed by community prevalence of COVID-19 and other factors that indicate the need for more or less restrictive behavior.			
Gathering and Event/Meeting Audience			
Tier: Red, Yellow, Green	For Pitzer Students	For Pitzer & 7C Community Members	For Pitzer, 7C, and Open to the Public
Overview	These are gatherings and events/programs/meetings hosted and planned by Pitzer students for other students	These are events/programs/meetings hosted and planned by Pitzer students for other students. Per 5C agreement, there will be no 5C parties/large social events until after September 21, 2021, at which point conditions will be evaluated. This allows time for each campus to ensure that its students are fully vaccinated (some may not have been able to start their vaccination series until arriving in the U.S.). It also provides three weeks for each campus to build up its community and establish its institutional policies with students before opening events up to the broader 5C community.	Events/programs/meetings which include "the public" are not allowed at this time
Orientation Requirement	Before planning an event, prior to any event approval, individual students, student leaders, or club/orgs must attend and complete attend an orientation to learn about "COVID-19 Safe Student Programs/Events at Pitzer" at least three (3) days prior to the event.	Same (see left)	N/A
When/Dates	These gatherings and events can begin anytime and are permitted throughout the semester.	5C club and organization activity is ok to proceed immediately, so long as the activity is "business" related—5C club parties are not permitted before September 21, 2021, and must be registered and approved per usual.	N/A
Masking	Making is required indoors by all at all times. Outdoor masking is required if the event has over 30 people.	Same (see left)	N/A
Registration Process	Consistent with our Campus Life event registration protocols, outdoor events over 30 people need to be pre-approved with Campus Life at least one (1) week prior to the event. Per COVID-19 guidelines, indoor events over 20 people must also follow event registration protocols with Campus Life. Each event/program will need to list two (2) event organizers to serve as the main points of contact and each must provide two (2) forms of valid contact.	Same (see left)	N/A
Physical Distancing	Capacity limits and physical distancing requirements are not in effect at this time. However, it is still recommended to maintain 6 feet distance from others in indoor spaces.	Same (see left)	N/A
Indoor Rooms/Spaces	Make room reservations (if needed) with Facilities, please be mindful of room capacity and consider choosing a large, well ventilated space, preferable with windows and/or doors that open to the outside. Facilities staff can assist in this process. Room capacities can be seen on Pitzer's EMS system. https://emsweb.claremont.edu/Pitzer/	Same (see left)	N/A
PPE & Safety Supplies	Students should provide mask access and hand sanitizer at all events. A box of masks and a hand sanitizer may be picked up at GSC (M-Th 6:00 a.m. - 2 p.m. and 3:00 p.m. - 11:00 p.m., Fri 6:00 a.m. - 2:00 p.m. and 3:00 p.m. - 9:00 p.m., Sat-Sun 9:00 a.m. - 9:00 p.m.), ResLife (Sun-Thurs 9:00 a.m.-12:00 a.m., Fri-Sat 9:00 a.m. - 2:00 a.m.) and OSA (M-F 8:00 a.m. - 5:00 p.m.) during operating hours .	Same (see left)	N/A
Cleaning / Disinfectant Supplies	Attendees are expected to self-clean high touch surfaces in the space before and after using the disinfectant wipes/spray supplies located in the room.	Same (see left)	N/A
Guest Speakers/Individuals	Guest speakers and other individuals NOT part of the Claremont Colleges community may be present at these events to provide a service, but will need to be pre-approved by Campus Life and provide a negative PCR test at least three (3) days prior to arrival. Please contact Campus Life no less than two weeks in advance of the event. These guests must comply with all Pitzer safety precautions and guidelines.	Same (see left)	N/A
Mode of Delivery	Students are encouraged to continue to consider what mode of delivery will be most effective for their event/program. ex: hybrid, remote or in-person. Students are encouraged to consider providing Zoom or other video platform access to events/programs and meetings for students who may feel uncomfortable attending in person.	Same (see left)	N/A

Symptoms and Medical Support	If any attendees show signs of needing medical support, please direct them to call Student Health Services during business hours or 7C.Health after hours. Symptomatic individuals must be excluded from events. Guidance to access support is available https://www.pitzer.edu/pathway-forward/covid-19-symptoms-protocol-support/ . To reach Campus Safety or the On-Call Dean, please contact, 909-607-2000.	Same (see left)	N/A
Staff / Faculty	Pitzer staff/faculty are permitted to attend student events and must follow the same guidelines as students when in attendance or assisting with a student event.	Same (see left)	N/A
Signage	Indoor events over 20 people and outdoor events over 30 attendees are required to have signage at their event indicating campus COVID expectations (i.e. masking, symptoms, etc.)	Same (see left)	N/A
Registration/Attendance Tracking	Any indoor events over 20 people (and outdoor events over 30 people) must be registered and utilize a sign-in, QR code, or similar method to track attendance, used for contact tracing purposes	Same (see left)	N/A
Transportation	Follow the Pitzer transportation policy for safe practices during transportation. All individuals need to stay masked while in shared transportation and when possible open windows if safe to do so in transit.	Same (see left)	N/A
Food and Drink	Bon Appetit will not do catered meals this semester, but may be able to provide to go boxed meals or to go catered options for events. Students are encouraged to not have communal / shared food items at events, instead buying individually wrapped items to distribute.	Same (see left)	N/A
Equipment/Shared Resources	All reusable supplies, gear, and communal resources should be sanitized or cleaned between uses when possible. This includes gear borrowed from the gear closet, shared program supplies, and widely available campus equipment and furniture. When possible, hand sanitizer should be used before using communal supplies and disinfectant wipes should be used afterwards to wipe down any gear or shared resources after use.		
Health Guidance	Please review CDC health guidelines for hosting events/gatherings: https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html		
Code of Student Conduct	Students, clubs and organizations are expected to comply with Pitzer's Code of Student Conduct (http://catalog.pitzer.edu/content.php?catoid=18&navoid=1437) and Pitzer's Mindful of Each Other Community Agreement (https://www.pitzer.edu/pathway-forward/return-to-campus/pitzers-community-agreement-in-response-to-covid-19/). Any violations will be referred to the Dean of Students and Dean of Campus Life, and may result in immediate loss of privileges.		