In accord with the Pasadena Public Health Department (PPDH) Public Health Reopening Protocol for Private Venues and Events, both indoor and outdoor events intended to serve members of the Caltech community may now be held on the Caltech campus.

For the foreseeable future, campus events have been designated as informal social gatherings or formal events. Protocols for each type of event should include strict measures to reduce the risk of COVID-19 transmission and to protect high-risk individuals.

In general, the risk that a person with a COVID-19 infection, symptomatic or asymptomatic, may spread it to others, increases:
- in indoor spaces;
- when individuals from multiple household interact;
- with close physical interaction (separation of less than 6 feet between individuals); and
- with longer periods of interaction.

The following Caltech-specific guidance, informed by PPHD protocols, is provided to assist planners hosting campus-based events. Formal private events and gatherings that are Caltech-sponsored, but held at an offsite location, are required to adhere to the public health protocols and requirements of the venue and event location.

**Informal Social Gatherings**

PPHD defines informal social gatherings as social settings that bring together individuals from different households at the same time in a single space or place. Informal social gatherings specifically:
- have no defined guest list
- do not involve conferences, receptions, or other ceremony or performance type events (all of these are addressed below in the guidance for Formal Events).

For the purposes of the Caltech community, events that are classified as informal social gatherings include casual, social gatherings of students, employees, and faculty, as well as activities organized by individuals in Caltech residences. (Please note that all residents in Caltech-managed student housing are also expected to adhere to the terms and requirements of Student Affairs’ policies for housing and student activities.)

**Outdoor Informal Social Gatherings**

Up to 100 people are permitted to attend outdoor informal social gatherings when all participants are wearing face coverings and are physically distanced.

If everyone in attendance is vaccinated, and there are 50 or fewer people in attendance, face coverings and physical distancing are not required. Each individual who convenes an informal social gathering of 50 or fewer participants must verify that everyone is vaccinated.

**Indoor Informal Social Gatherings**
Indoor informal social gatherings are strongly discouraged but are allowed with stipulations.

- Indoor informal social gatherings may occur with: (1a) a maximum occupancy limit based on Caltech air flow testing or, (1b) in the absence of an air flow-based occupancy limit, a maximum of 50% capacity in settings where capacity limits exist or (2) 50 people, whichever is fewer.
- Face coverings and physical distancing of six feet or more are required, regardless of attendees’ vaccination status. This is in accordance with PPHD’s Reopening Protocol for Office Worksites which requires face coverings indoors.
- The consumption of food and drink at indoor informal social gatherings is strongly discouraged. If the event includes food or drink, individuals who have removed their face coverings for eating or drinking must stay at least six feet away from everyone outside their household, and must put their face coverings back on when done eating or drinking.
- If food and drink are consumed during an indoor informal social gathering, windows and doors should remain open as much as possible to provide additional air circulation and ventilation.

<table>
<thead>
<tr>
<th>Informal Social Gatherings</th>
<th>Indoor</th>
<th>Outdoor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face coverings and physical distancing are required.</td>
<td>Face coverings and physical distancing are not required if fewer than 50 people are in attendance and all individuals are fully vaccinated.</td>
<td></td>
</tr>
<tr>
<td>Occupancy is set by Caltech air flow, 50% capacity, or 50 people; whichever is fewest</td>
<td>Face coverings are required if more than 50 and up to 100 people are in attendance, regardless of participant vaccination status.</td>
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</tbody>
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**Formal Events**

A formal event, for the purposes of PPHD’s protocol and Caltech’s requirement, is defined as an organized reception or conference that generally requires attendees to have an invitation, reservation, ticket, or to be on a guest list to attend. Attendees are not restricted to Caltech students, employees, and faculty. A room reservation is typically required in advance for use of the location. All formal events that are allowed by this protocol must either issue tickets or have a defined guest list, a system for checking guests’ tickets or registration, and seating charts or assigned seating. Intermingling of multiple formal events is not allowed.

Any formal event that is planned, sponsored, or organized by a Caltech organization, department, or division, and is to be held on Caltech’s campus, is required to adhere to the PPHD Public Health Reopening Protocol for Private Venues and Events, and specifically in accordance with the requirements for “Tested/Fully Vaccinated Only” events. All attendees at formal events must show proof of vaccination or a negative PCR COVID-19 test within 72 hours prior to the event or for an antigen test, the date of the negative result must be within the prior 24 hours.
<table>
<thead>
<tr>
<th></th>
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<th>Outdoor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formal Events</strong></td>
<td>Face coverings are required.</td>
<td>Face coverings are not required if fewer than 50 people are in attendance and all individuals are fully vaccinated or have presented a negative COVID-19 test within 72 hours prior to the event or for an antigen test, the date of the negative result must be within the prior 24 hours.</td>
</tr>
<tr>
<td></td>
<td>Occupancy is set by Caltech air flow, 50% capacity, or 50 people; whichever is fewest.</td>
<td>Masks are required if more than 50 but fewer than 400 people are in attendance. All attendees must be fully vaccinated or have presented a negative PCR COVID-19 test within 72 hours prior to the event or for an antigen test, the date of the negative result must be within the prior 24 hours.</td>
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**COVID-19 Compliance Coordinator**

PPHD protocol requires each formal event on campus to have a designated on-site COVID-19 Compliance Coordinator. This role should be filled by an individual appointed by the sponsoring department, administrative vice president, or division operating officer.

**Public Health Reopening Protocol Checklist**

All formal events on campus, must submit the [Public Health Reopening Protocol for Private Venues and Events Checklist](#).

The COVID-19 Compliance Coordinator is responsible for submitting the events checklist to PPHD via the [Event Registration Portal](#) at least 14 days prior to the event. Additional information such as a site plan and vaccination verification procedures may be requested.

**Event Registration Process**

As outlined in the PPHD protocol, guests at “Tested/Fully Vaccinated Only” formal events are required to register for the event and demonstrate their vaccination status or proof of negative COVID-19 test in advance.

The COVID-19 Compliance Coordinator is responsible for ensuring the facility, staff, and guests are compliant with all [Caltech COVID-19-related policies](#) including the requirements set forth in this document.