Information and Guidance for Student Events and Smaller Internal Programs and Activities

The following information is part of Caltech’s community’s response to the Public Health State of Emergency and COVID-19, better known as the Coronavirus. The President has asked the community to cancel large, public events that take place on the Caltech campus.

As students continue to meet on campus in small gatherings and informal programs and activities, the following measures are recommended:

- Post and circulate signage from CDC about personal hygiene and public health measures to be taken in social settings.

- Provide hand sanitizing stations (Purell, ethanol alcohol, wipes) at the entry points to gatherings. Ensure adequate restroom facilities are available for proper hand washing.

- Leaders of each gathering should remind attendees to practice good public health measures such as no-contact interpersonal greetings; coughing and sneezing into one’s elbow; using a tissue or elbow; avoid touching face, eyes and nose; wash hands frequently and for at least 20 seconds; use wipes on personal and shared-use equipment or surfaces.

- Discourage food service at gatherings. If food service is a critical component to your gathering, eliminate the use of commonly passed items, including serving utensils, pitchers, food, and beverages.

- Consider gathering virtually, utilizing conference calling or videoconferencing technologies, or reimagine your gathering with the recommended social distancing of at least 6 feet.

- If possible, in advance, collect email and phone contact information and/or establish a communication channel where hosts can communicate any public health related updates to the schedule.

- Consider the financial implications of scheduling any gathering that has tickets, fees, and contracts associated with it and develop backup plans in case the event needs to be postponed or canceled.