

At the present time, the health risk for COVID-19 to the general public in California remains low, and the number of confirmed cases of COVID-19 in the state is still relatively low. The State is in a **mitigation phase** relative to the novel coronavirus pandemic; this means efforts are being directed to (1) reduce the rate of transmission, (2) minimize the impact of coronavirus infections on health care and other systems, and (3) allow for time to develop a possible vaccine or viable treatment solutions to COVID-19. **Social distancing** (i.e., reducing close person-to-person contact) is a key strategy for reducing risk of infection. The evaluation rubric below reflects this current context.

Name/Description of the Event or Meeting: _____

Date/Time of Event or Meeting: _____ Location/Facility: _____

Anticipated Attendance: _____ Target Audience/Participants: _____

The CSU Chancellor’s Office strongly encourages cancelling or rescheduling events and meetings that are less essential or less time-sensitive in nature. Unless your event or meeting is critical to sustaining core mission activities,ⁱ please proceed with plans to cancel or reschedule.

Rating Rubric for Evaluating Core Mission Activities

	5 = High likelihood	4 = Strong likelihood	3 = Moderate likelihood	2 = Low likelihood	1 = Minimal Likelihood	Additional Notes
Goals or outcomes of the event/meeting can be accomplished via alternative modalities that do not involve close contact						
Participants will be traveling via air to attend (especially longer flights or from high-risk regions)						
Participants will be members of high-risk of infection populations						
Guidance from local health department indicates need for greater social distancing						

	5 = High likelihood	4 = Strong likelihood	3 = Moderate likelihood	2 = Low likelihood	1 = Minimal Likelihood	Additional Notes
The event/meeting will involve larger ⁱⁱ numbers of participants (especially in close proximity to each other)						
Fiscal and opportunity costs of cancelling or rescheduling are manageable or can be mitigated.						
Unique campus contexts would support cancelling or rescheduling – describe below:						
<i>It is recommended campuses establish a scoring threshold before initiating any review or assessment of campus events and meetings, e.g., all events/meetings with a score above "X" will be cancelled or rescheduled. In general, higher scores suggest greater justification to cancel or reschedule.</i>					TOTAL SCORE	

For Near-Term Events (i.e., within 1-2 weeks), indicate decision:

NOTES:

- _____ Continue as planned
- _____ Continue with adjustments noted to the left
- _____ Cancel
- _____ Reschedule with conditions noted to the left

For Future Events (i.e., within 1-2 months or more), indicate decision:

NOTES:

- _____ Continue as planned
- _____ Continue with adjustments noted to the left
- _____ Cancel
- _____ Reschedule with conditions noted to the left
- _____ Revisit by: (note date) _____

Point of Contact for Event/Meeting: _____ Date of Review: _____

ⁱ Each individual campus should determine what constitutes “core mission activities.” The goal of this guidance is to sustain as much of our core mission activities for as long as possible.

ⁱⁱ Each individual campus should determine what constitutes “large” for their unique institutional context.