



University of Pittsburgh COVID-19 Standards and Guidelines: Meetings, Conferences, Events and Guests

I. Purpose

This document details the University of Pittsburgh's (University) Standards and Guidelines on Meetings, Conferences, Events and Guests. These Standards and Guidelines are applied to each of the University's COVID-19 operational postures (High Risk, Elevated Risk and Guarded Risk). More information on these operational postures and their gating criteria can be accessed at the following website: <https://www.coronavirus.pitt.edu/operational-postures>.

The Standards and Guidelines outlined below are subject to change as deemed necessary by the Senior Vice Chancellor for Business and Operations recommendation to the Senior Leadership Team and approval of the chancellor. Communication about the University's current Standards and Guidelines will be announced and posted on the following website: <https://coronavirus.pitt.edu/>.

The University will always operate in compliance with federal, state and local health standards and restrictions, including [Pennsylvania Department of Health guidance](#). The University reserves the right to implement additional health standards and restrictions that reflect the needs of the University and the health, safety and well-being of its community.

As conditions and circumstances change, this set of Standards and Guidelines may need to be revised.

II. Scope

The Standards and Guidelines below apply to Meetings, Conferences or Events on properties owned or leased by the University. It also applies to Meetings, Conferences or Events in the local region and adjacent counties that are hosted by any University Members or their associated University organizations. University Members, or their associated University organizations, that plan on hosting Meetings, Conference, or Events outside the local region and adjacent counties should follow the standards and restrictions governing the locations, including those issued by relevant government authorities or the entities managing the venues, where they plan to hold those Gatherings.

III. Definitions

- A. Conference:** A symposium, seminar, workshop or any other formal meeting where individuals exchange information and views in person or virtually on a defined subject, problem or area of knowledge.

- B. Event:** A formal gathering including ceremonies, celebrations, workshops, team-building exercises, trainings, exhibitions, community gatherings, networking gatherings and social gatherings.
- C. Gathering:** A number of individuals in a shared space at a given time, including for conferences, events, or meetings.
1. *On-campus gathering:* A meeting, conference or event in a shared space that is held on property owned or leased by the University.
 2. *Off-campus gathering:* A meeting, conference or event in a shared space that is *not* held on property owned or leased by the University.
- D. Guest:** Refers to someone who is on University property (owned or leased) temporarily for a short period of time at the invitation of the University, including invited speakers, event participants, prospective students, tour participants, non-Pitt athletes, alumni, student family members, and other similar non-University members. This does not include three specific categories of individuals who may be on campus temporarily, as they are governed by separate procedures:
1. Academic Visitors as defined at <https://visitor.pitt.edu/>;
 2. Vendors and contractors authorized to be on campus, who are governed the procedures found at <https://cfo.pitt.edu/pexpress/COVID19VendorRepresentationForm.php>; and
 3. Research participants, whose stay on campus is governed by Research Standards and Guidelines available at <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines>.
- E. Meeting:** A gathering of two or more people who come together remotely or in-person with a common purpose. Examples include, but are not limited to, board, committee, staff, department, working group, research group, team, training, kick-off and town hall meetings.
- F. University member:** Refers to all full- and part-time faculty, staff, students, visitors, volunteers, fellows, trainees and interns on all campuses.

IV. University Meetings, Conferences and Events

As all University buildings are generally closed to the public under all Operational Postures, University members are strongly encouraged to hold Meetings, Conferences and Events remotely to the maximum extent possible, even when all participants are on-campus. In-person Meetings, Conferences and Events that are on-campus and any such Gatherings that are hosted by a University member, whether on-campus or off-campus, should be held only when there is an identifiable function that cannot be achieved when holding the gathering remotely. Furthermore, such Gatherings must comply with all applicable regulations, including those issued by the Pennsylvania Department of Health regarding the size of Gatherings and the [University's Shared Spaces Standards and Guidelines](#).

All participants in such in-person Meetings, Conferences and Events must adhere to the [University's Health Standards and Guidelines](#). Any Guests to such Gatherings must be approved in accordance with Section V below.

V. Protocols for Campus Guests

As all University buildings are generally closed to the public, regardless of the University's Operational Posture, only those who have been explicitly invited to campus are allowed and the University should limit the number of Guests on campus to the maximum extent possible for the duration of the COVID-19 pandemic. Alternatives, such as videoconferencing should be used to the maximum extent possible. The protocols identified in this Section do not apply to Guests who are on campus to assist with moving students in or out of University housing at the start or end of a term.

A. High Risk Posture

No Guests are permitted on campus. Exceptions must be approved by the member of the Senior Leadership Team (SLT) who oversees the department, school, unit or individual requesting approval to host a Guest(s); and will only be approved in limited circumstances, when necessary to perform an identifiable function that cannot be achieved remotely. Approval for Guests that were previously authorized under a different posture, must be cancelled, unless an exception is granted as specified in this Section.

If approval is granted under this Section, a designated University member must be assigned to host the Guest and it is that University member's responsibility to:

- Document the Guest's name and contact information for potential contact tracing use;
- Review the University's standards and guidelines, and access permissions with the Guest, ensuring understanding of all requirements;
- Ensure the Guest completes the [Daily COVID-19 Health Check](#) before reporting to (or circulating on) campus; and
- Oversee the Guest throughout their campus visit, ensuring adherence to all health and safety requirements.

Additionally, the SLT member must ensure a log of currently approved Guests for their department, school, or unit is maintained in a central registry. Enclosed at Appendix A is a log template that must be followed.

Guests traveling to the local region are required to comply with all applicable state and local health guidance pertaining to travel and are encouraged to quarantine after their travel, in accordance with the University's Safe Mobility standards and guidelines.

B. Elevated Risk Posture

Guests are restricted to only those that must be on campus in order to perform an identifiable function that cannot be achieved remotely and must be approved by the member of the Senior Leadership Team (SLT) who oversees the department, school, unit or individual requesting approval to host a Guest(s), or a direct report of that member of the SLT who has been delegated that authority. Approvals for Guests that were previously provided under the Guarded Risk posture must be cancelled, unless an approval is provided in accordance with this Section.

If approval is granted under this Section, a designated University member must be assigned to host the Guest and perform the responsibilities outlined in Section V.A. Additionally, the SLT member overseeing the department, school, or unit must ensure a log of currently approved Guests for their area is maintained in a central registry.

Guests traveling to the local region are required to comply with all applicable state and local health guidance pertaining to travel and are encouraged to quarantine after their travel, in accordance with the University's Safe Mobility standards and guidelines.

C. Guarded Risk Posture

Guests may be permitted on campus, subject to the approval process set forth by the department, school, or unit that wishes to host Guests.

That approval process must include designating a University member to perform the responsibilities outlined in Section V.A. Additionally, the SLT member overseeing the department, school, or unit must ensure a log of currently approved Guests for their area is maintained in a central registry.

Guests traveling to the local region are required to comply with all applicable state and local health guidance pertaining to travel and are encouraged to quarantine after their travel, in accordance with the University's Safe Mobility standards and guidelines.

VI. Academic Visitors

Academic Visitors are governed by the standard processes usually in place for these individuals, rather than the protocols relating to campus guests outlined in Section V. Information about categories of Academic Visitors, and requirements related to their time on campus, is available here: <https://visitor.pitt.edu/>. For the duration of the pandemic, or until the University declares a return to normal operating procedures, Category 1 Visitors are generally not permitted at the University, while Category 2 and 3 Visitors are permitted subject to the completion of all items normally required for such a visit as provided at <https://visitor.pitt.edu/>, as well as the Visitor's adherence to all University standards and guidelines.

VII. Related Authorities, Guidance and Resources

[Pennsylvania Department of Health COVID-19 guidance](#)
[Process to Reopen Pennsylvania](#)
[University's Department of Environmental Health and Safety Guidance](#)
[University's COVID-19 Operational Postures and Gating Criteria](#)
[University Standards and Guidelines: Shared Spaces](#)
[University Standards and Guidelines for Face Coverings, Personal Protective Equipment, and Hygiene](#)
[University of Pittsburgh Academic Visitors](#)
[Guidance for Providers, Vendors and Suppliers](#)
[Provider Covenant to Comply with COVID-19 Policies and Procedures Form Requirement](#)

VIII. Contact Information and Public Accessibility

This document is posted on the University of Pittsburgh COVID-19 Standards and Guidelines website and can be found at: <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines>. For questions related to this document, please contact: Resilience Steering Committee at ResilienceSteeringCommittee@pitt.edu.

Appendix A

University of Pittsburgh Guest Log Template

As provided in COVID-19 Standards and Guidelines: Meetings, Conferences, Events and Guests, a Guest is defined as someone who is on University property (owned or leased) temporarily for a short period of time at the invitation of the University, including invited speakers, event participants, prospective students, tour participants, non-Pitt athletes, alumni, student family members, and other similar non-University members. This definition excludes University members and Academic Visitors, as well as vendors and contractors authorized to be on campus.

As outlined in Section V of the COVID-19 Standards and Guidelines: Meetings, Conferences, Events and Guests, a log of currently approved Guests for each department, school, or unit must be maintained. This document serves as a template for those logs and itemizes the information that must be captured.

Submission date:

Requestor name:

Requestor contact information (email/phone):

Department/Office this request is for:

Visit rationale (include reason; type ie. meeting, conference, event; importance to University's mission):

Name of Requested guest(s) and location they are traveling from:

Requested campus location(s) for guest access:

Requested visit date(s) and times:

Name of designated University member host:

Approved by:

Name:

Date: