



MEETINGS AND EVENTS (UPDATED MARCH 1, 2021)

This updated version of the guidance is effective March 1, 2021. Please note that this guidance is current as of the date listed herein and is subject to change.

Governor's Guidance

[Orders issued by Governor Tom Wolf](#) on March 1, 2021 amend previous COVID-19 orders. (Note: The order [does not apply to classrooms](#), per the Pennsylvania Department of Education.)

Scope

The guidance below applies to any Penn State-sponsored event, either on or off campus. At this time, events organized or sponsored by organizations external to Penn State are not permitted on campuses. In general, meetings and events should be held remotely if feasible.

Student Organizations

Student organizations wishing to hold an event or meeting should consult with the Office of Student Activities (University Park) or the chancellor's office (Commonwealth Campuses) regarding student meeting/event policies and the procedures for requesting to hold a meeting or event.

Indoor meetings and events

Meetings and events of 10 or fewer participants are permitted with no prior permission required, with masks required and taking into account the Governor's orders regarding maximum occupancy. Requests for indoor meetings and events with more than 10 participants at no more than 15% of maximum occupancy must be submitted for approval to the unit executive* (see "Approval Process" below). Masks and 6 feet of distance among attendees are required.

Outdoor meetings and events

Meetings and events of 10 or fewer participants are permitted with no prior permission required, with masks required and taking into account the Governor's orders regarding maximum occupancy. Requests for outdoor meetings and events with more than 10 participants at no more than 20% of maximum capacity must be submitted for approval to the unit executive* (see "Approval Process" below). Masks and 6 feet of distance among attendees are required.

Approval Process

Meeting/event organizers requesting permission for an indoor or outdoor meeting or event of more than 10 participants must:

- Explain how the proposed event is in alignment with the mission of the university.
- Provide justification as to why the meeting or event cannot take place virtually or in a hybrid format (some participants in person and others virtually);
- Provide the total number of individuals attending the meeting or event, which must include the employees working the event;
- Include a plan that outlines how the organizers will meet the [state of Pennsylvania's regulations](#). Masks and other required PPE must be worn both indoors and outdoors and plans for abiding by physical distancing guidelines must be included;
- If the event is on campus, work with the Office of Physical Plant to determine the maximum room/venue capacity in order to determine the maximum number of attendees;
- Keep a list of all attendees, the locations from which non-employees are traveling, and their telephone numbers for contact purposes;
- Check with the unit's HRSP (human resources strategic partner) to determine whether employees at the meeting should be entered into the Return to Work database;
- Provide evidence that the meeting organizers have worked with relevant campus leadership to ensure that the gathering is in compliance with local ordinances pertaining to COVID-19;
- Attendees who are not employees or students are required to sign an Acknowledgment of Risk when feasible, in advance of their arrival if possible. This document is available [here](#). If the unit wishes to make changes to this document other than to add the unit name, it should contact the Office of General Counsel.

Attention to COVID rates in other areas

Meetings that include participants from states with [high levels of COVID-19](#) should only be permitted if there are special circumstances and with unit executive approval. All Penn State employees must follow existing travel guidance. All meeting and event attendees from outside of Pennsylvania must follow Pennsylvania's "[COVID-19 Information for Travelers](#)" guidance.

*Unit executives should elevate meeting/event requests to the Office of the Vice Provost for Faculty Affairs if there is uncertainty about whether the meeting/event should be approved. Campus chancellors should elevate meeting requests to the Office of the Senior Vice President for Commonwealth Campuses.