

August 26, 2020

Approval process for hosting On-campus Event, Conference or Visitor at Pitt-Johnstown

Submit request with below information to Pitt-Johnstown Emergency Planning Group. Submissions can be made via email at buxbaum@pitt.edu.

- 1) Request for Guarded Posture or Elevated Posture
- 2) Description of Event or Conference
- 3) Date(s) of Event
- 4) Number of Visitors, Location of Visitors
- 5) Brief explanation of why event is critical to mission of university and needs to occur in person and on campus
- 6) Who will be responsible for documentation required by [University of Pittsburgh COVID-19 Standards and Guidelines: Meetings, Conferences, Events and Guests](#)
 - 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.

Three Cabinet level members of Emergency Planning Group will review and recommend approval to President based on following criteria:

- 1) Event, Meeting or Guest is central to mission of University of Pittsburgh at Johnstown;
- 2) Requestor has capacity to assure compliance with required documentation; and
- 3) Consideration of staffing and supply capacity to provide additional cleaning and COVID supplies to meet [Standards and Guidelines on Cleaning, Disinfection and Hygiene](#).