

EVENT PANDEMIC SAFETY FORM

As we closely monitor government policy changes, CDC guidelines, government mandates, and public health advancements, we will continue to make changes as necessary or appropriate to these protocols and procedures. These guidelines have been influenced by the recommendations by the Center for Disease Control (CDC) and the U.S. Environmental Protection Agency (EPA).

All University members, departments, and approved guests must follow all University Guidelines, including but limited to: [Face Coverings, PPE, and Personal Hygiene](#), [Shared Spaces](#), [Food Services](#) and [Meetings, Conferences, Events, and Guests](#). Please make sure you are familiar with these guidelines and are implementing them for each gathering, event, and meeting.

Please note: This agreement will continue to update based upon the University of Pittsburgh's Safety Guidelines.

Event Name:	
Event Date(s):	
Purpose of in-person gathering:	

You agree to implement, communicate, and monitor the following guidelines throughout the duration of your gathering, event, or meeting:

- **Physical Distancing:** All event staff, event organizers, and attendees will practice physical distancing by standing at least six feet away from each other. Floor markings will be placed on the ground and should be followed.
- **Face Coverings:** Face Coverings will be worn by all employees and guests. These face coverings include any type of cloth or disposable material that covers the mouth and nose and can be safely secured in place (e.g., looped around ears or around the head) while in use. The only exception to this would be when attendees are eating/drinking while seated at a table.
- **Cleaning Protocols:** All individuals are responsible for cleaning/disinfecting high-touch surfaces before and after use. Appropriate cleaning materials will be provided.
- **Guests Policy:** Depending on the posture the University is operating in, all individuals must follow the proper approval process and be granted access for each guest on campus. A guest request form can be downloaded [here](#). The Senior Leadership Team from each department should provide further details.
- **Travel:** 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](#).
- **Attendee Contact List:** Event organizers will provide a complete list of names, phone numbers and emails for those attending every gathering, event, and meeting before the day of the event. This list will only be used for contact tracing purposes.

- **Responding to a Positive Case:**

1. The symptomatic individual must go home immediately.

2. The host department or unit must promptly call Environmental Health & Safety (EH&S) at 412-624-9505 so the room can be cleaned by designated personnel.

- Any room where the person spent more than 15 minutes on the day symptoms appeared or in the 48 hours prior will be closed for 24 hours, if possible.
- After the closure period, EH&S will notify custodial personnel to have the rooms cleaned and disinfected. When the closure period is not possible, prompt cleaning and disinfection by designated personnel will occur.

I agree to adhere to all prior statements as well as all [University COVID-19 Standards and Guidelines](#).

Name (Print): _____

Date (mm/dd/yyyy) _____

Signature: _____