

JANUARY 2021

Gatherings are a part of campus life, but in this age of COVID-19 we need to be cautious. What follows are our guidelines for hosting safe events on Gannon's campuses.

- All participants must wear masks at all times.
- Events should be 25 people or fewer, regardless of room capacity. Exceptions may be permitted, but only with the approval of a vice president.
- Room capacity must not be exceeded, even if it means the group size must remain below 25 attendees. Proper social distance must be maintained.
- Social distance = 6 feet of separation between each person. You should plan for 36 square feet of space per person.
- Every participant must have their LiveSafe daily wellness green check mark reviewed before entering the event.
- Every participant must be temperature checked before entering the event. Temperatures must be below 99.4 degrees Fahrenheit.
  - If your event is in the Waldron Campus Center, you may use the thermal scanners near the entrances as long as you have a staff member present to verify that everyone participating in your event has been checked.
  - If you are unable to use the thermal scanners for your event, or if this is not your preference, you may request touchless thermometers (up to 20) from the Leadership Development & Campus Engagement office through this link: <https://engageu.gannon.edu/submitter/form/start/435719>
- If your event is student-organized, every participant must be signed-in to the event via EventPass or by some other form for contact tracing purposes.

Here are resources related to utilizing the EventPass Check-in:

[Event Check-in App Walkthrough](#)

[Event Check-in App FAQs](#)

[How to access your Event Pass](#)

Here are resources related to creating event RSVP options in engageU:

[Configuring your Event RSVP Settings](#)

[Managing Event Invitations and RSVPs](#)

[Tracking Event Participation](#)

Larger events, such as commencement or events featuring guest speakers from outside the Gannon community, will require the approval of President's Leadership Team. Approval for these events will be considered in the context of our current experience with COVID-19 on campus. In other words, approval for larger event may not be granted if we are experiencing elevated incidents of disease on campus.

Guest speakers invited to the university for events or for classes are welcome, but they must follow our visitor policy and be signed-in and temperature screened in advance of any interactions with our students. Please avoid situations, such as shared meals, in which the guest is in direct exposure with our students.

If you have a question or a comment, you can submit it at <https://www.gannon.edu/Questions-or-Comments/>.