

# Guidance for University-sponsored Meetings and Convenings That Are Not for Academic Instruction

Effective July 8, 2021

Included in this document is guidance for:

- On-campus programs, meetings, and events
- Convenings in restaurants, event venues, offices, and personal residences
- Required approvals to convene
- Best practices
- Travel, visitor, and vendor guideline links
- Minors and guardians of minors
- Lab-based convening

## On-campus Programs, Meetings and Events

The following guidelines apply to meetings organized in an on-campus venue or location:

- Convenings must adhere to all Chicago Department of Public Health and University guidance for in-person gathering at the time of the meeting or event, which may include limited attendance or capacity, or require other mitigations for health and safety.
- Approvals are required – see **Required Approvals** below. Individual divisions, schools, and administrative units may have an established internal process for meeting approvals; this guidance does not take the place of protocols that may also be required by your unit.
- University organizers may not ask or record the vaccination status of would-be participants and should select locations that can accommodate the needs of unvaccinated participants or those who wish to participate in a socially distanced manner.
- Organizers should adhere to this principle and include this express written statement in communication to all invitees:  
**“This convening is open to all invitees regardless of vaccination status and, because of ongoing health risks to the unvaccinated, those who are unvaccinated are expected to adopt the risk mitigation measures advised by public health officials (masking and social distancing, etc.). Public convening may not be safe for all and carries a risk for contracting COVID-19, particularly for those unvaccinated. Participants will not know the vaccination status of others and should follow appropriate risk mitigation measures.”**
- Whenever possible, meetings should allow for participation via phone or videoconference.
- Meeting rooms must be rated for sufficient capacity and sanitized daily, and the building must have available capacity.
- Students and UChicago employees must complete online training, a current attestation, and other requirements for returning to campus.
- Visitors, including applicable vendors, must complete attestations before convening on campus.

## Restaurants, Event Venues, Offices, and Personal Residences

The University is allowing the use of University resources for convenings at restaurants, event venues, offices, and personal residences under these conditions:

- Convenings must adhere to all Chicago Department of Public Health and University guidance for in-person gathering and/or dining, or local guidance outside of Chicago.
- Approvals are required – see **Required Approvals** below. Individual divisions, schools, and administrative units may have an established internal process for event funding and approvals; this guidance does not take the place of protocols that may also be required by your unit.
- Restaurants and event venues carry the responsibility for seating and serving patrons in accordance with City and CDC guidelines, and may choose to request vaccination status or require presentation of proof of vaccination upon arrival. University organizers, however, cannot ask or record the vaccination status of would-be participants and should select venues that can accommodate the needs of unvaccinated participants or those who wish to participate in a socially distanced manner.
- Organizers must include this express written statement in communication to all invitees:  
**“This convening is open to all invitees regardless of vaccination status and, because of ongoing health risks to the unvaccinated, those who are unvaccinated are expected to adopt the risk mitigation measures advised by public health officials (masking and social distancing, etc.). Public convening may not be safe for all and carries a risk for contracting COVID-19, particularly for those unvaccinated. Participants will not know the vaccination status of others, including venue staff, and should follow appropriate risk mitigation measures.”**
- Events may be held at a personal residence, either outdoors or indoors. Organizers should not allow unvaccinated members of their household to interact with guests. Again, University organizers cannot ask or record the vaccination status of UChicago students or employees.
- Convenings of any size should include food where alcohol is also being served and alcohol limited to moderate consumption and be fully in accordance with [University policy](#). Events held in bars or similar venues for the primary purpose of drinking will not be approved at this time.

### Required Approvals

#### For groups of 2-25 persons

- Requires approval through a unit’s local process.
- Preferably outdoors or open-air seating, but may include indoor seating in a well-ventilated restaurant, event, or meeting venue.

#### For groups of 26-99 persons

- Requires approval via an [In-Person Programming and Event Request](#)
- Preferably outdoors or open-air seating, but may include indoor seating in a well-ventilated restaurant, event, or meeting venue.
- Monitoring required, preferably by UChicago employees in attendance; monitoring may also be delegated to responsible student leaders who refrain from drinking alcohol.

#### For groups 100+ persons

- Requires approval via an [In-Person Programming and Event Request](#)
- Outdoor venues are strongly preferred. Venue buyout may be required for indoor convening at a well-ventilated restaurant, event, or meeting venue.
- UChicago employees are required to attend as monitors.

## Best Practices

We strongly recommend these best practices to promote the health and safety of participants:

- Convene outdoors.
- Limit gathering time to 90 minutes.
- Provide options for guests to distance as appropriate from others through seating and/or generous circulation space.
- Face coverings should be worn when appropriate to do so.
- Check the venue's website for COVID-19 protocol descriptions. If protocols are not robust, consider another venue.
- Communicate that pre- and after-parties are not allowed, and that participants should demonstrate caution in crowded public spaces.

### Best Practices for Food and Beverage

- While there is no strict requirement, individually packaged, boxed, or plated meals are more hygienic than buffet-style meals. For example, an individually boxed lunch may be better than shared boxes of pizza, a plated meal better than a self-serve buffet, or a single-serve beverage better than a shared dispenser.
- Include limits on alcohol consumption per individual.
- Where accommodations can be made reasonably, unvaccinated individuals can be provided with 6-foot social distance from others while actively eating or drinking.
- In venues where there are drinking water dispensers, encourage attendees to bring their own refillable water bottle.

## Links to Other Important Guidelines

- [Travel](#) guidance for University employees and students.
- [Visitor](#) information for accessing University facilities
- [Vendor](#) information for contractors working in University facilities

## Minors – Guidelines for Programs Involving Persons Under 18 Years Old

1. All staff who will directly supervise participants under the age of 18 must complete the University's [Protecting Youth online training](#) and undergo a [background check](#).
2. COVID-19 attestation:
  - a. All parents/guardians of minors participating in an on-campus program must complete the [COVID-19 Parent Guardian of Minor Attestation](#) form and submit the completed form to program administrators. Adult visitors should submit the adult [Visitor Attestation](#).
  - b. It is the responsibility of the program administrators to assure attestations are completed by all participants and to maintain document records.
3. Structured academic programs may need to organize students and staff into pods, a consistent group that will stay together for the length of the program to minimize individual contacts. Classroom groups should be structured in accordance with University, City of Chicago, IL Department of Public Health (IDPH), and CDC guidelines.
4. To support contact tracing, program administrators (for programs more than one week in length) are responsible for providing information to participants about the [University's COVID-19 Exposure Protocols](#) and reporting requirements through [C19HealthReport@uchicago.edu](mailto:C19HealthReport@uchicago.edu).

5. Building Access: Many campus buildings will continue to require a campus ID card for access. If your participants do not receive campus ID cards but need regular access to the program location, contact the building access manager for your facility to discuss an access plan.
6. All programs must demonstrate adherence to University COVID-19 policies regarding masking, social distancing, etc. Programs serving minors may be subject to additional guidelines at the state or national level (such as IDPH and CDC guidelines for schools, camps, etc.) and program administrators should be prepared to demonstrate adherence to such guidelines.

### **Labs – Guidelines for Lab-based Programs**

1. No minors will be allowed to participate in laboratory research this summer.
2. Residential programs will not be permitted in campus residence halls.
3. The PI must identify who will serve as the undergraduate's direct student supervisor and document the supervisor's agreement to supervise the student.
4. The organizing unit will be required to provide dedicated COVID Leads and/or monitors to observe daily compliance with COVID protocols during the program, separate from instructors.

#### **The other research requirements and guidelines are unchanged and, as a reminder, include:**

5. Adherence to the universal masking and/or social distancing requirements, hand hygiene and other COVID-19 related public health practices within the laboratory.
6. The undergraduate's completion of (i) the [COVID-19 safety training and attestation](#) and (ii) COVID-19 safety training for lab-based researchers (cvd-01W) along with a post-training quiz score of at least 70%.
7. Completion of relevant lab safety training (e.g., biosafety, chemical hygiene, laser or radiation safety training, general lab safety) which can be found at [ORS training](#).