

EVENTS AND GATHERINGS

All on-campus, in-person events are restricted to essential events with internal audiences.

- *On-campus events* take place on premises owned, leased or controlled by Drexel University on any of Drexel's campuses (University City, Center City and Queen Lane).
- *Essential events* are events critical to the operation and mission of the University for the student populations that are on campus. If there is a question in determining an essential event, please email roc@drexel.edu with details on the proposed event.
- *Internal audiences* include students, faculty and professional staff at Drexel University. Any external attendees that are critical to the event must comply with all of Drexel's public health policies and procedures.

Any events must follow these guidelines, which are made in conjunction with the COVID-19 health and safety requirements issued by federal, state and local public health authorities, as well as by Drexel University public health experts. **These guidelines may be modified and further specified over time**, as changes during the COVID-19 pandemic require. Please visit the [Drexel Response to Coronavirus site](#) for the most up to date information.

On-Campus Events

- **Continue to pursue virtual and non- in-person events whenever possible.**
- **All events and gatherings must adhere to restrictions on attendance sizes and occupancy standards.**
 - Indoor maximum: 25 | Outdoor maximum: 50
- **Physical distancing of at least six (6) feet must be practiced at events, regardless of location.**
- **Accurate attendee lists must be maintained prior to and during events by event host.**
 - Lists may be requested by health authorities for contact tracing purposes.
- **All event attendees must monitor their health and are asked to complete a daily check in and self-certification prior to arriving on campus for any event.**
 - Students, faculty and professional staff must use the [Drexel Health Tracker](#) mobile application.
 - Visitors must check in daily with the [Drexel Health Checker](#).
- **Attendees must wear a face mask and adhere to guidance outlined in The Dragon Pledge as it appears on the [Visiting Drexel](#) webpage.**
 - Individuals must wear a face mask while on campus and inside all Drexel facilities, properties and buildings, which includes leased properties, and if outside and unable to consistently maintain a distance of at least six (6) feet from individuals who are not members of their household.
- **Health and safety building protocols must be followed.**
 - Work in conjunction with [Event Services](#) and Facilities to ensure appropriate signage, furniture placement, hand sanitizer stations, and any additional requirements are confirmed.

- **At this time, food and beverages may not be consumed at events.**
 - Takeaway, prepackaged food is permitted for consumption only in designated areas across campus. Social distancing guidelines must be observed in designated areas.
 - Drexel's preferred caterer is [Chestnut Street Caterers](#).
 - No alcohol is permitted at events.
- **Undergraduate and Graduate student organization events must be submitted for approval through DragonLink and adhere to all existing policies.**
 - Ongoing guidance for student organization events will continue to be provided by Student Life.
- **Faculty/professional staff/departmental events should be submitted through existing reservations processes and adhere to all existing departmental policies.**
 - Any contracts and agreements must be approved by [Procurement](#).
 - [PA Department of Health](#) travel advisory guidelines should be taken into consideration.

Off-Campus Events

University-sanctioned, essential events are permitted at off-campus venues with the following requirements and considerations:

- Observance of all health and safety requirements issued by federal, state and local public health authorities, including gathering sizes, physical distancing and face mask guidelines
- Approval on all contracts and agreements through Procurement
- Documentation of accurate attendee lists prior to and during events
- Adherence to all existing Drexel policies
- Respective state travel advisories and guidelines should be taken into consideration

VISITORS

Visiting Drexel's Campus

To reduce the risk of coronavirus transmission, visitor access to Drexel's campus buildings is restricted to individuals hosted by an official Drexel department or organization, including people doing business or providing services on campus, such as vendors, independent contractors and consultants. Visitors and family members are not permitted in Drexel University Campus Housing.

Prior to arriving on campus, all approved visitors MUST check in using the online [Drexel Health Checker](#) (see below).

Visitors (individuals who are not students, faculty or Drexel professional staff) must comply with all of Drexel's [public health policies and procedures](#) and accept The Dragon Pledge, and are urged to review [state travel advisories and health guidelines](#).

Get cleared to come to campus

- Confirm with your Drexel host that you have permission to attend campus on the appointed date. If the building or facility you are visiting requires DragonCard access, your host department will work directly with Drexel University Public Safety to request access for you.

- Review and accept [The Dragon Pledge](#).
- **On the day of your visit**, 1–2 hours (and no more than 24 hours) prior to your arrival, you must complete the online [Drexel Health Checker](#). Based on your responses, you'll be notified by email whether you are permitted to come to campus. If approved, print or screenshot your green check mark certificate and be prepared to show it to your host or other University staff.
- You must complete the online Drexel Health Checker and receive a green check mark certificate **every day** that you plan to be on campus.

While on campus, visitors are always required to wear a face mask inside all campus buildings, and outdoors within 6 feet of any other person. While disposable masks may be available, it is your responsibility as a Drexel visitor to bring and wear a mask. Please stay at least 6 feet apart from other people and wash your hands frequently.

Visitors to the Admissions Visit Center

In addition to reviewing The Dragon Pledge and completing the daily Drexel Health Checker, please visit the Drexel Admissions Visit Center page for additional details.

VENDORS

Prior to arriving on campus, all approved vendors **MUST** check in using the online [Drexel Health Checker](#). Vendors must comply with all of Drexel's [public health policies and procedures](#) and accept The Dragon Pledge, and are urged to review [state travel advisories and health guidelines](#).

- **On the day you will be on campus**, 1–2 hours prior to your arrival, you must complete the online [Drexel Health Checker](#). Based on your responses, you'll be notified by email whether you are permitted to come to campus. If approved, print or screenshot your green check mark certificate and be prepared to show it to your host or other University staff.
- You must complete the online Drexel Health Checker and receive a green check mark certificate **every day** that you plan to be on campus.

Drexel University is issuing the following workplace controls for Drexel vendors to reduce the likelihood of spreading Coronavirus:

- Vendor's employees must wear a face covering at all times when in Drexel University buildings and when interacting with Drexel personnel or the public unless the face covering interferes with personal protection equipment or causes a safety hazard. Vendor's employees may remove the face covering to eat and drink in break areas but must maintain physical distancing.
- Vendor's employees must maintain at least six (6) feet from all people at all times while in Drexel's facilities or while interacting with Drexel personnel. Do not gather in groups. Stay out of crowded places and avoid mass gatherings.
- Vendor's employees must adhere to directional signage including maximum occupancy rating in elevators and directional pedestrian traffic indicators.
- Occupants should be asked to vacate the immediate areas prior to initiating any task where other individuals are present, please ask them to leave the area and to maintain social distancing.
- Work areas should be isolated using plastic barriers or closing doors if feasible.

- Clean and disinfect workspace before and after use. Make sure all equipment and material used has been removed from the area.
- Prior to initiating any task in an occupied residence, you must follow the Drexel University EH&S screening procedures.
- Vendors must wear face shield and gloves (in addition to face covering) for tasks requiring work within 6 feet of another. The vendor must supply their own PPE.
- Vendors must clean the work area thoroughly once work is complete.
- Vendors must practice good personal hygiene. Wash hands frequently using soap and running water for 20 seconds or utilize the hand sanitizer if soap and running water is not readily available.
- Vendor’s meetings should be conducted remotely. If not possible the number of attendees must be kept to a minimum and social distancing must be enforced.
- Vendor must monitor or track employees’ health daily and ensure that symptomatic employees don’t come to work at the University.
- Vendor must comply with all local, state and federal COVID-19 work control requirements.

These controls apply to all vendors coming on campus to perform work at Drexel University and must be implemented. [Contact Drexel EHS](#) if you have any questions or concerns regarding these controls.