

# PANDEMIC GUIDELINES

MINIMIZING THE VIRUS, MAXIMIZING THE CONNECTION

## ENCOURAGE CONTACT TRACING AND PRE-SCREENS

*Having a list of names and phone numbers requires minimal effort and yields great reward if any need for contact tracing arises. Health screening is also encouraged, such as temperature monitoring, symptom checks, or PCR testing.*

## BOOKING REQUIREMENTS

*Booking an event at Penn State Great Valley is still easy and quick. There is one additional acknowledgement regarding pandemic policy that must be signed; otherwise it is the same efficient process.*

## MASKING AND DISTANCING

*Penn State Great Valley is following State, Local, and University set guidelines for masking and distancing. As new information becomes available the Conference Services team will adapt current regulations.*

*Above all, stay home if you feel sick or have a fever. Continue washing your hands and covering coughs.*

## HYBRID EVENTS

*Having some participants on-site while others participate remotely is a great combination that integrates in-person connection and pandemic safety.*

*We can also spread attendees throughout our meeting rooms and simulcast the keynote message.*

## AUDIO/VISUAL EQUIPMENT

*The IT Staff at Penn State Great Valley, as well as our Conference Planners, have been trained in sanitizing and safely storing all A/V equipment.*

## CLEANING, SEATING, AND SANITIZER

*Penn State Great Valley is committed to providing a clean and healthy environment for everyone who enters the campus. Our janitorial staff has been properly trained to disinfect all rooms prior to and after leaving the meeting space. The seating will be marked and distanced according to current safety regulations and sanitizer will be available at several points in both buildings.*