

Purdue University
Guidelines for University-Sponsored Travel and Events
During COVID-19 Outbreak

Preamble: *The purpose of these guidelines is to provide a framework to guide any requests for exceptions from the university's presumptive ban on university-related travel and events. These guidelines are intended to provide principles to inform and support decision-making by university leaders. Please note that these guidelines are subject to change as the COVID-19 situation continues to evolve. All requests should be funneled to the appropriate dean, vice provost or vice president via their respective leadership teams and management structures.*

Guidelines for Travel

1. No travel to a region that is CDC level 2 or above due to coronavirus
2. No travel to a state that has declared a public health emergency due to coronavirus
3. All other travel, including travel within the state of Indiana should be limited to "essential" travel, which is defined with reference to the following principles (at the discretion of the organizational unit head):
 - a. There is a compelling university interest in the travel. Compelling interest must be measured by the university as a whole and not with reference to any individual, department or narrow college interest. In this context, compelling evokes the highest university strategic interests.
 - b. The travel is necessary to fulfill the compelling university interest. In other words, there are no alternatives to in-person attendance and travel, the travel cannot be postponed, and the compelling interest can only be served by personal attendance.

Events

1. No events of 50 or more attendees.
2. For purposes of this guidance, an "event" is defined as any planned gathering of attendees that is considered a special public or social occasion and is not an integrated part of a unit's routine campus operations.

For example, a monthly or quarterly staff meeting is not an "event" for purposes of this guidance. On the other hand, an annual recognition or awards dinner, is an "event."
Separate guidance is offered below for integrated, routine meetings.
3. If a campus department or college sponsoring an event believes its event is essential and can be held in a manner that comports with best safety guidance, it may submit a written request to the appropriate Dean, Vice President, Vice Provost, etc. to hold the event that provides a complete description of the event, why it is essential and how safety precautions will be implemented.
4. For purposes of determining whether the event is essential, the university will consider whether:
 - a. There is a compelling university interest in the event. Compelling interest must be measured by the university as a whole and not with reference to any individual,

department or narrow college interest. In this context, compelling evokes the highest university strategic interests.

- b. The event is necessary to fulfill the compelling university interest. In other words, there are no alternatives to in-person attendance, the event cannot be postponed, and the compelling interest can only be served by personal attendance.
5. Any unit requesting a waiver must demonstrate that the event:
- a. Has adequate hygiene supplies including sinks with soap, hand sanitizers, tissues, and disposable facemasks (for persons who start having symptoms).
 - b. Has a plan for safe and persistent cleaning and disinfection of all surfaces and areas utilized by the event.
 - c. Has ample signage reminding attendees of safety precautions and individual prevention strategies.
 - d. Has adequate space for attendees to reasonably distance themselves from each other (CDC guidance provides that a reasonable social distancing radius is approximately six feet). Is held in the open or in suitably ventilated spaces.
 - e. Has a designated space for staff and attendees who may become sick and cannot immediately leave the event.
 - f. Has a written plan for transportation to a hospital or other medical facility.

Normal Operations – Meetings and integrated activities

Unit heads and managers are responsible for scheduling regular meetings that are traditionally integrated into the unit's operations. For example, it is common for periodic staff meetings and "all faculty and staff" meetings to occur. Some of these meetings can include a sizeable number of attendees. For the period beginning March 23, 2020 through May 2, 2020, we urge unit leaders to consider the following factors in determining whether to hold scheduled operational meetings:

1. Use common sense.
2. Is the meeting essential to your unit's operations?
3. Can it be postponed?
4. Is there an alternative means to share information/can you conduct the meeting using digital technology such as Webex, or is an in-person meeting the only viable mechanism?
5. Does the meeting location permit attendees to reasonably distance themselves from each other (CDC guidance provides that a reasonable social distancing radius is approximately six feet)?