

University of Tennessee  
COVID-19 Meeting/Event Guidelines  
Fall 2020

Due to social distancing and cleaning measures required for our UTK community to return safely to campus, meetings and events will be significantly impacted throughout the Fall semester. The following guidelines have been set forth by the Office of Campus Event Services to ensure the safety of our students, faculty, and staff. They are intended to supplement University-wide policies, [CDC/health department guidelines](#), and the [State of Tennessee large event guidelines](#). These may be subject to change.

1. Meeting/event requests will not be processed until the Fall academic schedule has been set. Due to adjusted operations during COVID-19, space may be limited for meetings/events.
2. The University will require adherence to local health department and CDC guidelines at all times for meetings/events, unless an exception has been made by UT administration.
3. Organizers should continually assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees (if possible) for large meetings/events. Virtual and/or hybrid meeting/events are highly encouraged.
4. Currently, meetings/events are limited to 50 attendees or less. This number will likely change as health regulations are adjusted. Organizers may submit an Event Exception Request for meetings/events with more than 50 attendees through the Office of Campus Event Services.
5. Attendees are required to maintain social distancing (at least six feet) and wear face masks during all meetings/events as directed.
6. Room capacities should be temporarily adjusted to ensure appropriate social distancing. Organizers can contact Campus Event Services to ensure their meeting/event will fit in the requested space.
7. While UT Facilities Services will continually clean and disinfect spaces, not all rooms will be cleaned between meetings/events. Organizers and attendees should be cautious of touching surfaces and equipment that has not been disinfected from a previous group.
8. For meetings/events with 50 or fewer attendees, non-UT visitors must submit a Visitor Health Screening Form prior to the event. The sponsoring department hosting the meeting/event is responsible for reviewing each Visitor Health Screening Form and contacting the visitor once a decision has been made. Visitors are required to complete this form each day for the duration of the meeting/event.
9. For meetings/event with more than 50 attendees, visitors are not required to submit the Visitor Health Screening form; however, the sponsoring department is required to post signage and/or notify visitors attending the meeting/event that if they have experienced any of the following, they should not attend:

- Been advised to quarantine/isolate by a medical provider or health department
  - Have had face-to-face contact for 10 minutes or more with someone who has or is suspected of having COVID-19
  - Experienced a new cough, shortness of breath, or difficulty breathing
  - Experienced at least two of the following symptoms in the last 48 hours: fever, chills, repeated shaking chills, muscle pain, headache, sore throat, vomiting, diarrhea, or loss of taste or smell
  - Have had a temperature 100.4 or above this morning
10. If an attendee of a meeting/event thinks they may have been exposed to COVID-19, please contact the Office of Campus Event Services immediately so the appropriate parties may be notified.

Please direct any questions or concerns regarding meeting or event guidelines to the Office of Campus Event Services ([campusevents@utk.edu](mailto:campusevents@utk.edu)).