FAQ regarding event planning at the University of Minnesota
Updated Dec. 13, 2021

Is the University allowing events to proceed in light of the latest public health guidance?
Yes. Consistent with guidance from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH) and the University’s own public health and medical experts, both indoor and outdoor, in-person events are allowed to proceed at the University. However, the University recommends that local leaders and event planners consider the following important safety protocols and considerations.

Who is responsible for determining whether or not to proceed with an event?
Event planners should work closely with their department or unit leaders to determine whether or not to hold a University event and what format an event should take.

What should be considered when planning a University event?
- **Consider the intended audience/attendees.** If attendees are members of a high-risk group for COVID-related infection or complications, or if the event is planned for a region of the state that has particularly high levels of COVID-19 spread, for example, event planners may want to consider alternatives to a large in-person gathering. Please use good judgment, stay informed and understand the risks.
- **Remember that the University requires the use of masks or other approved face coverings in all University buildings.** Mask usage outdoors is voluntary. Ensure University employees working events have access to CDC acceptable masks and that they are properly worn. Provide masks to employees working the event if they do not have them and have extras available in case masks become soiled or if replacements are needed for employees or attendees.
- **Currently, six feet of distance is required when possible if you are not fully vaccinated.** Additionally, holding events in large, well-ventilated spaces that allow attendees more space and good air circulation may help prevent the spread of COVID-19. Outdoor events provide even greater prevention benefits because air can circulate freely.
- **Encourage attendees to get vaccinated before attending.** Vaccines are the best way to prevent infection but also to limit the spread of COVID-19 to others. The University requires all students (not employed by the University) to submit their vaccination information or submit a religious or medical exemption. Additionally, all University faculty, staff, graduate and undergraduate student workers, adjuncts, professionals in training, residents, and fellows must submit proof of vaccination or a religious or medical exemption.
- **Urge attendees to stay home if they are sick,** or to get tested and follow quarantine guidance by a health professional if they are showing symptoms of COVID-19 or they believe they have been exposed.
- **Encourage good hygiene by attendees by providing proper hand washing facilities and hand sanitizing opportunities.**
- **Ensure event space ventilation is maximized according to Facilities Management COVID-19 ventilation standards.**
- **Ensure routine cleaning and disinfection of event spaces according to Facilities Management standards.**
- Observe any other restrictions for the space governed by an approved COVID-19 Restriction Exception.
- Consider other guidance from the MDH, based on the type of event.
- Ensure building/event entrances are posted with “masks required” signage. See Facilities Management Safe Campus Support for more details. Other resources include this signage and the University’s Safe Campus website.
- Clear communication with attendees before their arrival about what is required of them (e.g., use of masks, staying home if sick, etc.) is also important.

What restrictions, if any, exist on the size of events?
There are currently no restrictions on the size of University events.

Are food and beverages allowed at events?
Yes, food and beverages are allowed. Safe food handling protocols are strongly recommended.

May a college or unit ask for proof of vaccination from event attendees?
No. The University is not, at this time, requiring proof of vaccination or a negative COVID-19 test as a condition for entry to events held on University property or sponsored by the University. Event planners, therefore, must not impose these conditions.

Students are required to submit their vaccination information or an exemption as part of their enrollment. Additionally, all University faculty, staff, graduate and undergraduate student workers, adjuncts, professionals in training, residents, and fellows must submit proof of vaccination or a religious or medical exemption. More information is available at the Safe Campus website.

The University’s decision in light of privacy concerns is that it is not permissible to ask students or colleagues about their vaccination status nor to treat vaccinated and unvaccinated individuals differently.

Where can I submit any additional questions?
Please contact University Health and Safety at uhs@umn.edu or healthresponse@umn.edu if you have additional questions.