Employer Policies COVID-19 Addendum

If you plan to host an interview, tabling, information session, or other in-person events, you are required to adhere to the University’s COVID restrictions and policies. All employers and partners are required to register to be University guests before you visit campus. A University member must register guests before visiting campus. For employers and partners, the Career Center will complete the guest registration form on your behalf. At least two weeks before your visit, please provide the University staff member with the following information:

- Date of visit
- Approximate arrival time (example- 9:30 a.m.)
- Approximate departure time (example- 12:30 p.m.)
- Building(s) you wish to enter during your visit
- Reason for visit
- Number of guests
- Guest(s) full name
- Guest(s) email address
- Guest(s) phone number

Please note that after the Career Center representative completes the form for the employer, you will receive a copy of the confirmation email to the email address you provided. When all guests arrive on campus, they **MUST** present this confirmation email, along with a photo ID, to the building concierge upon arrival at a campus building.

**Access**: Employers may request access to buildings on campus during regular business hours, 8:00 am- 5:00 pm; access outside of those hours may be granted on a case-by-case basis. For requests outside of the regular business hours, please submit these requests within 14 days of the events or program.

**In-person event Requests**: Before approving all in-person interviews, tabling, and in-person information session requests, the guest must provide the Employer Relations team with the following information 14 days before the event. Please note that if you plan to visit campus for multiple days or purposes, please notify the Career Center staff member of these details when arranging your campus visit. Without this information, your request will be declined.

- Date
- Type of space needed (Ex. Meeting, Conference, etc.)
- Expected attendance
- Timeframe you need the space for (this should include personal setup and teardown time)
• Advertised time (when the guests will be arriving and leaving)
• Detailed description of the event
• Furniture needs
• A/V needs
• Will there be any outside speakers/instructors/entertainment?
• Will there be sales or money collection?
• Will there be food? Where will the food be coming from?
• Do you want to compost wasted materials or food?
• Will there be minors present that are unaccompanied by a parent or guardian.

All guests must understand that while on campus, they must comply with the University’s health rules that are in place at the time of their visit. The guest confirmation email will state that by reporting to campus, the guest(s) acknowledge that they will comply with all of the University of Pittsburgh’s Health Rules that are in place at the time of their visit and that they are not experiencing symptoms of COVID-19.