

University of Maryland School of Pharmacy Event Protocols

Revised December 2021

Purpose

Many within the School of Pharmacy community are eager to resume in-person events for faculty, staff, students, alumni, and external guests. This document provides guidance for the hosting of in-person meetings during the spring semester (Jan. 18 - May. 20) in order to ensure that proper health and safety protocols are followed.

Protocol

The School of Pharmacy staff, faculty, and students should limit social events and only hold events that focus on academics, networking, professional development, continuing education, endowed lectures, etc. Social events that carry a high risk of transmission of the COVID-19 virus will not be allowed (i.e. happy hours, social events focused on food, fundraisers focused on food, etc.)

The School of Pharmacy will review all planned/proposed events to ensure that safety protocols are in place and to determine whether the event is necessary for academic and professional development purposes. Please see the following section for the review process.

All approved events, when possible, should include a virtual participation option.

Per University of Maryland, Baltimore (UMB) guidance, any events held by the University of Maryland School of Pharmacy will require that all participants, regardless of vaccination status, wear masks in public indoor settings. Masks are not required when people are outdoors.

Per University of Maryland, Baltimore (UMB) guidance, University of Maryland Medical System (UMMS) or UMB-sponsored social or community events outside of the hospital or UMB premises (e.g., sporting events, fundraising events, celebrations, etc.) must follow UMB guidelines for community events on premises, as well as applicable state and national guidelines for occupancy, masking, et cetera. UMMS and UMB will refrain from providing tickets to UMMS or UMB-sponsored events for networking (e.g., sporting events, etc.). Requests for student events will be reviewed by UMB Student Affairs.

For events such as lectures, panels or presentations, fully vaccinated lecturers have the option to remove their masks while lecturing as long as 6 feet of physical distance is between them, their audience, and any fellow panelists.

Review Process

Each department (PPS, PSC, PHSR, and Dean's Administration) is required to gain approval from the department chair/A-Dean before holding an event. Once the department chair/A-Dean reviews the event details, the department chair/A-dean can submit the event information to the Dean's Suite (sopdeanssuite@rx.umaryland.edu) for approval from the dean or designee. *Please note, specifics of technology requests for the virtual option are also required for the review.* The dean or designee will review event details in accordance with this policy and campus guidelines, then either approve or deny the event within five business days. Once approval is received, the event planner can then reserve space. Events should be submitted to the Dean's Suite a minimum of 15 business days in advance of the proposed event date.

In addition to the above guidelines, event coordinators planning an event with over 25 attendees must complete the [Event Approval Form: Events with 25+ Invited Attendees](#).

For student organizations, the SGA Vice President must approve the event. Then, the event must go through the campus review process. Per University of Maryland, Baltimore (UMB) guidance, UMB Student Affairs in collaboration with the schools is requiring student organizations to register their events using [UMBengaged](#), an online student engagement platform. The online event registration process will ask students to consider a variety of risks associated with holding events, including, but not limited to, COVID-19 health safety considerations.

Dr. Cherokee Layson-Wolf will make final approval on all student events. Please send all event details to Dr. Layson-Wolf at cwolf@rx.umaryland.edu after the event has gone through the campus review process.

Ensuring the health and safety of our campus is a community responsibility. Please review the most recent COVID-19 policies:

- [Food Guidance](#)
- [Frequently Asked Questions](#)
- [UMB COVID-19 Policies, Guidance, and Resources](#)
- [UMB Recovery Webpage](#)

The School of Pharmacy will work to ensure that these safety protocols are in place during any events that we host. Due to the fluidity of the COVID-19 pandemic, we acknowledge that these protocols may change. If deemed necessary for the safety of participants, we reserve the right to postpone or cancel approved events. If any event should need to be postponed or canceled, we will notify participants at least 48 hours before the scheduled event.