




COMMONWEALTH OF PENNSYLVANIA
OFFICE OF THE GOVERNOR
HARRISBURG

DATE: March 11, 2020

TO: Agency Heads under the Governor's Jurisdiction
Deputy Secretaries for Administration under the Governor's Jurisdiction

FROM: Mike Brunelle, Chief of Staff 

RE: Planning for Large Meetings, Conferences, Trainings, and Community Events

In accordance with the Governor's emergency disaster declaration and based on advice from the Department of Health regarding the mitigation of the spread of novel Coronavirus (COVID-19), the following directives are effective immediately and until further notice:

- Agencies shall postpone or virtually host planned large meetings, conferences, trainings, or community events.
- Agency employees shall virtually participate in or cancel participation in externally hosted large meetings, conferences, trainings, or community events.

If a large meeting, conference, training, or community event must occur in person, agencies must request approval through the agency head for decision by the Governor's Office. The attached template must be filled out in its entirety and include a tentative agenda, number of attendees, and any supporting documentation for the agency head to determine if this large meeting is mission critical. The agency head will route this template to the appropriate resource account (RA-GVEVENTS@pa.gov) for approval by the Chief of Staff.

For more information about COVID-19, please visit the Department of Health's [website](#) and the CDC's [website](#), which contains a list of travel notices.