

**Columbia Law School Policy on Events and Visitors
Spring 2022**

1. **Jurisdiction.** This policy applies to all events, visitors, and spaces under the purview of the Law School, as well as to Law School events held off campus. This policy is effective for the Spring 2022 semester, beginning on February 4, 2022, and is subject to change in accordance with University public health policies and guidance.
2. **Events.** In-person events for members of the Columbia community, both on and off campus, [may go forward without capacity restrictions](#). Restrictions on non-affiliates will continue to be governed by the University's [Visitor Guidelines for Spring 2022](#), summarized in the table below:

	CLS Affiliates Only	Non-CLS Speakers	Non-CLS Attendees
Law School classes, academic, co-curricular, administrative, and social gatherings	Permitted in accordance with CU public health protocols	Up to three non-affiliated speakers per event permitted with pre-approval	CU-Affiliates: Limited, by invite only with pre-approval Non-CU Affiliates: Not permitted
Large-scale conferences, symposia, galas, etc.	Permitted in accordance with CU public health protocols	Up to three non-affiliated speakers per event permitted with pre-approval	Plans must be shared with the Dean's Office at least 21 days in advance

a. Attendees: Categories of attendance are defined as follows:¹

- i. **CLS Affiliates:** Those who hold a valid Law School CUID, including non-Law School students enrolled in Law School courses this semester. (Note: Students, faculty, and staff from other units at Columbia University are not considered CLS affiliates.)
- ii. **Non-CLS Speakers:** Non-affiliates who have an active role in speaking at or otherwise leading a program.
- iii. **Non-CLS Attendees:** Non-affiliates who do not have an active role in the program (e.g., audience members)

¹ Individuals providing support (e.g., catering, AV, facilities, operations), whether or not they are Columbia affiliates, are not subject to restrictions outlined above. External vendors are required to comply with all University public health protocols.

- b. Visitors:** All visitors who do not hold valid Law School CUID cards must be pre-approved by the Dean's Office and present a guest pass and completed symptom attestation upon arrival.
- i. **Visitor Request Form:** Event organizers should submit visitor requests for pre-approval via the [Law School Visitor Request Form](#). Please submit requests as early as possible, but no less than five business days prior to the proposed visit date. Once approved, the requestor will receive an email with a guest pass and further instructions to convey to the approved visitor.
 - ii. **Vaccination Requirement:** Per [University guidelines](#), all visitors, including those who enter any campus facility for any period of time, must be vaccinated and show proof of vaccination (including a booster dose, if eligible).
 - iii. **Responsibilities of Event Organizers:** Organizers/instructors are responsible for communicating in advance to visitors all Columbia public health and safety protocols, verifying vaccination and booster (if eligible) status, and ensuring compliance with masking, symptom attestation, and other requirements that may be in place at the time of the approved visit.
 - iv. **Approved Visitors Accessing Campus:** Approved visitors must present a paper symptom attestation and a Law School guest access pass to the Public Safety officer located at the entrance to Jerome Greene or William and June Warren Hall. Guest passes will be provided to the organizer/instructor once pre-approval is granted by the Dean's Office.

c. Non-CLS External Attendees

- i. Organizers may invite individuals affiliated with other Columbia University divisions (i.e., non-CLS affiliates) to attend events upon invitation only. For on-campus events, all CU affiliated attendees must be [pre-approved](#) in order to gain access to Law School buildings.
- ii. For large-scale conferences, symposia, and galas that include non-affiliated guests, event organizers must [share their plans](#) with the Dean's Office—including adherence to public health protocols and a compelling rationale for including non-affiliates—at least 21 days prior to the proposed event date.

d. Off-campus Events

- i. Off-campus events should adhere to the same protocols as if the event were to be held on campus. In addition to the responsibilities outlined above (see 2(b)(iii)), organizers are responsible for checking CUID cards upon entry to the venue and maintaining a guest list.
- ii. The Law School will not execute any event contracts or remit any non-refundable payments to external venues that do not comply with the protocols outlined herein.

3. Food and Beverages. Eating/drinking onsite (indoors or outdoors) is allowed at gatherings with minimal removal of masks, beginning on February 14, 2022.

- a. Food should be served in individually packaged portions wherever possible. Exceptions to this general rule may be made for certain large-scale conferences, symposia, and galas after review and approval from the Dean's Office.
- b. While in class, students may briefly lower their masks to take a drink. Food should not be served or consumed in classrooms during class meetings, but individually packaged items may be offered to students to take away after a class session.
- c. Food is permitted at non-class events (e.g., student group meetings, lunchtime programming, administrative gatherings) and participants may eat together so long as reasonable efforts to minimize the removal of masks are taken.
- d. The Law School reserves the right to impose additional restrictions on eating and drinking, including on events held off campus and/or with external attendees.
- e. [Preferred caterers](#), [local preferred vendors](#), and other external service providers will need to complete a paper symptom attestation in order to access campus buildings.
- f. Individuals ordering food to be delivered to the Law School should continue to meet drivers outside campus buildings.