Campus Community:

As the 2021 winter holiday season begins, we recognize there may be a desire for departments to gather in the workplace to celebrate. With the status of the ongoing COVID-19 pandemic, we would like to provide guidance on how departments should plan Holiday celebrations or events that would include in-person attendance. Please see below:

- Events with buffet or “potluck” style food options should be avoided.
- Consider providing to-go meals or snacks for attendees to take with them after the event is over.
- If food or drinks are to be served at the gathering, ensure they are individually packaged or identify someone to serve the food so that serving utensils are not passed person to person.
- Consider large meeting spaces that will allow for adequate social distancing.
- For events with food and drink, try to identify an outdoor space for attendees to eat or drink. If outdoor space is not an option, encourage attendees to social distance while eating and drinking.
- Remind attendees, masks continue to be required for indoor settings unless you are actively eating or drinking.

While we recognize that departments may be eager to gather employees in-person given the return to campus life that occurred for fall, virtual celebrations maintain a safe work environment for everyone, including both on-site and telework employees. While these virtual celebrations may not be the traditional holiday activities we’ve come to expect, we encourage departments to be creative when planning such activities to engage and celebrate employees for their continued perseverance and dedication to the University during the on-going COVID-10 pandemic.

In addition, please continue to follow the Return of Pirate Nation guidelines for employees which can be found here. Please direct any questions regarding this message to Employee Relations at employeerelations@ecu.edu for questions.