

Framework for Deciding Whether an Event Should Be Cancelled or Postponed

- Can it be done just as effectively through virtual means (conference call, web video, etc.)?
 - If yes, conduct the event or meeting virtually.
 - If no, must the event happen on this particular date (for legal reasons, a limited window for pressure points, damaging to union mission if not done now, etc.)?
 - If no, it need not happen now, then postpone or cancel.
 - If yes, weigh the risks and determine whether any modifications to the event would help mitigate the risks.
 - Factors to consider include but are not limited to the number of people involved, where those individuals are coming from, what activities are involved in the event, how long the event is, where it is being held (both the city and the nature of the facility), how individuals will travel to and from the event, additional health precautions you can impose on the event.
 - If risks are too high, even with modifications, postpone or cancel.
- **UPDATE (3.17.20):**
 - **The next 8 weeks:** cancel gatherings of more than 10 people for organizations that serve higher-risk populations.

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- * The above framework applies to events/meetings/gatherings/travel which are not otherwise already postponed or cancelled by order of the President's Office.
 - * Worsening local conditions, states of emergency, orders and guidance from local, state, or federal authorities may alter these processes.