COVID-19 Related Guidelines

Building Access for Wharton Faculty and Staff:
- Wharton Faculty may access their office on campus Monday through Friday from 8:00AM to 4:00PM.

- Wharton staff are required to make an appointment to access space within Wharton buildings during the COVID-19 pandemic. All requests for appointments should be emailed to repair-it@wharton.upenn.edu. Requests should be submitted at least 3-business days prior to access date needed.

- Any persons who will be accessing Wharton buildings must present a valid Penn ID and a green PennOpen Pass. Please visit the following website to get your PennOpen Pass: https://www.pennmedicine.org/pennopen/university-and-uphs-employees

- Each building has a designated entrance point. Swipe in with your valid Penn ID and show the guard your PennOpen Pass clearance for the day.

- A mask is required for entry and should remain on for the duration of the visit.

- Guests and visitors are not permitted in any building at this time.

Hosting a virtual event:
- Wharton Faculty and staff can find resources available for virtual event planning at Wharton on the Event Toolkit page*. Updates will be made to this site throughout the semester. *PennKey authentication is required.*

Wharton Operations COVID-19 Resources:
- https://operations.wharton.upenn.edu/wharton-operations-covid-19-resources/

Contacting staff in the Wharton Operations Office:
- The Wharton Operations Office is currently closed to visitors.

- While limited building management staff is available on-site, additional staff members are working remotely to assist with your needs during normal business hours.

- The Customer Support Center phone line is being answered remotely during normal business hours. For assistance with urgent matters call 215-898-2575 during normal business hours.

- Email repair-it@wharton.upenn.edu for all items related to facilities issues.

- Email scheduling@wharton.upenn.edu for all space scheduling matters.