Spring Meeting and Event Checklist – For Internal Meetings

Before holding an in-person meeting, event, or non-class gathering, please review the following checklist so you’re prepared for the event/meeting. Outdoor meetings, when possible, are safer, but we know that’s not always possible, so please help us keep LCC safe and open.

Event/Meeting: 
Number of In-Person Attendees: ____________________________
Date of Event/Meeting: ____________________________
Requestor: ____________________________

Checklist:

_____ Discuss advisability of meeting with Chad DeBono or Shelly Tombleson.
_____ Make room reservation with Misti/Jessica.
_____ Determine current room capacity by checking with Misti/Jessica.
_____ Coordinate technology needs for virtual attendees with LCC IT.
_____ Hang any event-specific signage related to masks, social distancing, etc. prior to the event.
_____ Let attendees know ahead of time about the requirements and restrictions so they’re prepared for using #CampusClear, face coverings, social distancing, etc.
_____ Make arrangements for staggered participant arrival and a appropriate social distancing at the entrance.
_____ If food is involved, have each participant bring their own or purchase prepackaged meals from Sodexo or a local caterer. No self-catering. It’s generally recommended to not have food/beverages in indoor spaces in non-cohort groups, even with social distancing.
_____ Ensure seating areas are social distanced prior to participant arrival (tape off spaces or remove chairs).
_____ Ensure all attendees have completed temp/symptom/travel checks via the #CampusClear app or website prior to arrival and have them show their pass before entering the space. If someone’s pass does not clear them for entrance, please advise them to leave and tell them how they can attend virtually.
_____ Ensure all attendees have an appropriate face covering and are wearing it properly for the duration of the event. (Individuals with pre-approved ADA exemptions, will have an LCC card stating so, and should be asked to social distance at least 12 feet from any other attendees).
_____ Plan for a staggered exit at the end of the meeting
_____ Report any problems with compliance to Chad DeBono, COVID-19 Coordinator.

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