



## 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 Tomblason.
- \_\_\_\_\_ 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 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.