SDCOE-Hosted Events Procedures

What’s different?
• Room capacities are based on 67% of the room’s capacity by furniture set up
• Meeting room furniture is limited and set to enable contact tracing and cannot be modified
• Attendee seating is traced (see below)
• Technology support is still not available for meeting rooms
• Virtual meetings are encouraged whenever possible (Note: hybrid meetings require technicians)

SDCOE host is responsible for:
• Submitting the room set up work order 72 business hours in advance
• Requesting technician support 1 business week in advance
• Downloading contact tracing sheets from the rooms website
• Creating sign-in roster to be checked at front gate (can include an option to accept walk-ins) including attestations of
• Enforcement of attendee responsibilities as detailed below
• Completing the contact tracing sheet for each meeting
• Providing table group sign-in for each table group and a master list
  *If seating changes during the meeting, supplemental sheets reflecting changes must be collected
• Maintaining the tracing sheets after the event for three weeks
• Accommodating attendees who wish to attend remotely

Attendee responsibility:
Adherence to SDCOE in-person meeting safety protocols:
  Self-screen for CoVId-19 symptoms prior to arrival
  Provide written/verbal attestation to host of absence of symptoms
  Wear a face mask at all times while indoors
  Practice social distancing and stay in assigned seats
  Eat/drink outdoors only

All attendees must be pre-registered for the event to be checked in and contactable in case of viral exposure.

If any persons report exposure/an infection, diagram pages must be sent to covid-19-hr@sdcoe.net for contact tracing purposes.