

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

**MASKS REQUIRED
INDOORS
REGARDLESS OF
VACCINATION STATUS**



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.**