COVID LOGISTICS CHECKLIST

Before Your Event

☐ Review and plan for complaince with the guidelines established by the Washington Department of Health and any applicable local guidelines.

☐ Send an email to ***NWREC-all@wsu.edu*** one (1) week prior to the event notifying of the event logistics.

At Your Event

☐ Provide and collect COVID-19 WSU Guest Attestations from all participants (https://esg-apps.it.wsu.edu/covid-attestation/). Collect names and contact information for contact tracing.

☐ Ensure six (6) foot distancing between all participants.

☐ Ensure face coverings are worn properly (covering nose and mouth) by all participants.

☐ Ensure hand sanitizer is provided to all participants.

☐ Ensure surface sanitizer is available to all participants.

☐ Minimize the sharing of high-touch materials, and provide sanitation between users.

Event organizers must provide their own NWREC-approved sanitation supplies or make advance arrangements with NWREC (fee may apply); contact Dan Gorton, dgorton@wsu.edu.

Following Your Event

☐ Submit Guest Attestations and contact information to the NWREC front office within three (3) days following your event.

If you are notified that an event participant (or family member) has tested positive for COVID-19...

☐ Consult CDC Guidelines and contact the local health department to discuss the management of potentially exposed individuals.

☐ Notify ***Shawn Ringo, WSU EH&S*** (sringo@wsu.edu, 509-335-5251) that a potential exposure has occured.