

This form should be completed and submitted for documentation of compliance 2 weeks prior to holding your proposed in-person activity or event.

Name of lead NWREC event organizer:	
Event Title:	
LOGISTICS	
Date:	Time:
Event location:	
Number of presenters:	
Anticipated number of attendees:	
No more than fifteen (15) individuals total outside a household may meet in Phase 3. Consider staggered participation or “shift” scheduling to stay within limits.	
REASONING	
Rationale for the need to meet in-person:	
Please list your goals and outputs for this event:	
Goals:	
Outputs:	

COVID LOGISTICS – check below to indicate you agree to comply

Name of the compliance individual at the event:

- _____ Send email to NWREC-all 1 week prior to the event notifying of the event logistics
- _____ Provide and collect Covid-19 WSU Guest Attestations from all participants, see:
<https://esg-apps.it.wsu.edu/covid-attestation/>
- _____ Ensure 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; organizers must provide their own NWREC-approved sanitation supplies or make advance arrangements with NWREC and there may be a fee; contact Dan Gorton dgorton@wsu.edu

Initials:	I attest that I have reviewed and will comply with the guidelines established by the Washington Department of Health and any applicable local guidelines.
Initials:	I understand that I will need to collect the names, contact information, and attestation forms of all participants and submit them to Robin Miller in the NWREC main office within 3 days of my event.
Initials:	If I learn that an event participant or their family members have tested positive for COVID-19, I agree to consult CDC Guidelines and contact our local health department to discuss the management of potentially exposed individuals. I also agree to notify WSU EH&S – Shawn Ringo 509-335-5251.
Signature:	Date: