

On Site Event Request

Event Name: _____

Event Date: _____

Event Time: _____

Organizer Name & Department: _____

Attendees: ☐ Employees ☐ Students ☐ Public

Estimated Number of Attendees: _____

Site: ☐ Santa Rosa ☐ Petaluma ☐ SWC ☐ Public Safety ☐ Shone Farm

Event Location(s): _____

Setup Needs (tables, chairs, garbage cans, canopies, etc.): _____

Custodial Needs (garbage, sanitization, etc.): _____

Media Needs (media technicians, special equipment, etc.): _____

District Police Needs (Gate, Doors, Traffic Control, Security, etc.): _____

Health & Safety Needs (AED, PPE, etc.): _____

Overview of How Required District Access Protocols will be met: _____

All event applications must be made at least two-weeks in advance and approvals must be given before event can occur.

Required District Event Request Protocols

Anyone requesting any on-site event must complete the On-Site Event Request Form and submit for review and approval through cabinet.

- “Event” is defined as a planned activity that involves students, the public, or more than one employee.
- Please contact Kate Lucas (Petaluma) and Javier Rodriguez Aguilera (all other sites) for any on site event needs. They will collect all the required information and ensure the appropriate reviews take place.

Departments who can carry out their event remotely are encouraged to do so.

Approval will be granted only after showing how it will meet district protocols. All activities may be limited by the availability of district resources.

	PETALUMA	ALL OTHER SITES
PRIMARY/FIRST CONTACT	Kate Lucas	Javier Rodriguez Aguilera
PPE Review	Robin McHale	Robin McHale
Custodial Review (if applicable)	Mengi Gebre	Mengi Gebre
Signage Review	Kate Lucas	Javier Rodriguez Aguilera
Set Up Review (if applicable)	Art Jahnsen	Mengi Gebre
Media Review (if applicable)	Matt Pearson	Q McQuaig
District Police Review	Chief Brownlee	Chief Brownlee
FINAL APPROVAL	President’s Cabinet	President’s Cabinet

All reviews and approvals must be obtained before event can occur.

General Access Protocols

- ✓ All persons shall wear facial coverings before they enter any indoor facility, any enclosed open space, or while outdoors when unable to maintain a six-foot distance from another person at all times.
 - [Instructions on making masks and other information from the CDC on facial coverings](#)
 - [Instructions on how to appropriately wear and take the mask off](#)
- ✓ Anyone coming to the district must perform a symptoms self-check. Any person who answers yes to any of the questions below will not be allowed to enter an SRJC site.
 - Do you believe you are potentially ill with COVID-19, or have you had any exposure or contact with COVID-19 suspected or diagnosed individuals in the last 14 days?
 - Are you experiencing any of the following signs or symptoms?
 - Fever
 - Cough
 - Excessive sneezing
 - Shortness of breath or difficulty breathing
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell

- ✓ Signage, including the symptoms check and other required protocols, must be posted at all entrances.
- ✓ No more than 10 people may be gathered indoors at a time.
- ✓ There is a national shortage of PPE, please ensure that required supplies are able to be acquired.

Public/Student Building Access Protocols

- ✓ For an event opening a building to the public, the [Sonoma County Social Distancing Protocol](#) must also be completed and posted at any entrance to the occupied space.
- ✓ An employee must be at the entrance to any internal occupied space to ensure the maximum number of people allowed to enter (while maintaining the ability to social distance) is not exceeded.
- ✓ Tape or other markings must be placed at least six feet apart anywhere there are lineups of people with signs directing customers to use the markings to maintain distance.
- ✓ Hand sanitizer must be placed at or near any entrance to publicly occupied facilities.
- ✓ All employees must be educated and trained on these COVID-19 mitigation plans and protocols.
- ✓ Occupied areas must be sanitized daily, and ideally, between uses.

Drive-through distribution of food and supplies

- ✓ There is one designated entrance and one designated exit.
- ✓ Employees or District approved volunteers (wearing the appropriate PPE) collects any information needed.
- ✓ Food or supplies are to be placed in the trunk (preferable) or back seat by an employee.
- ✓ All district access protocols must be followed at all times.

Car parade celebrations

- ✓ Student participants are limited to those enrolled in the program
- ✓ There must be no more than 25 cars
- ✓ The event will not exceed one hour
- ✓ The public will not be invited to attend
- ✓ All district access protocols must be followed at all times

Students needing to physically drop off or retrieve items from the district

- ✓ Employees or volunteers (wearing the appropriate PPE) will control access to the buildings or locker areas.
- ✓ Designated entrance and exit point where doors and door handles will be continuously disinfected.
- ✓ Students, entering one by one, will collect their own materials.
- ✓ If the items are heavy, vehicle access will be provided as close as possible to the building and employee will provide assistance handling heavy items.
- ✓ All district access protocols must be followed at all times.