



Protocol and Checklist for Drive-thru Distribution and Collection of Materials

Distribution or Curbside Pick Up Scheduling

1. Submit Protocol and Checklist Form to Finance and Facilities Use Manager:
facilitiesuse@calstatela.edu
2. Finance and Facilities Use Manager will review request and determine if a zoom event coordination call is required.
 - a. If necessary, Facilities Use Manager will schedule a zoom event coordination call within Forty-eight (48) - seventy-two (72) hours after receipt of tentative dates.
 - b. Zoom Event Coordination Calls are offered at the following dates and times:
 - i. Monday: 2pm-3pm, Thursday: 2pm-3pm, and Friday: 11am-12pm
3. Zoom event coordination call will include:
 - a. Sponsoring Dept. or organization,
 - b. RMEHS,
 - c. Use of Facilities,
 - d. Public Safety,
 - e. Parking and Transportation Services,
 - f. Facilities Services, if needed.
4. Items of Consideration:
 - a. When submitting requests for dates and locations, allow time for scheduling and review. It is recommended to submit at least 2 weeks in advance.
 - b. Distributions and Returns should be kept to a *minimum* to mitigate the risk of exposure to the campus community.
 - c. Consider transport/storage of materials and equipment.
 - d. Create a traffic loop within the location that allows drivers to enter and exit without crossing traffic or making U-turns.
 - e. Multiple stations can be set up to allow more cars in at one time.
 - f. Avoid large queue of cars in the street – consider a larger parking lot if you expect many cars at once or consider creating appointment times.
 - g. Appointment times – leave enough space between appointments to avoid long waiting times or long lines; create appointments over course of multiple days.
 - h. Set up canopies to identify each distribution station and provide coverage
 - i. All drivers and students should stay within their vehicles when driving up; for contingency walk-ups a separate station should be created that allows for physical distancing.
 - j. Dates should not conflict with any other events on campus or disrupt regular University operations.
 - k. For groups who must distribute on the same day, the locations must take place in different areas of campus.
 - l. For material returns: All equipment and material should be returned and then stored in a safe location for (24) hours prior to disinfecting or cleaning. Once appropriately disinfected, all materials and equipment will need to remain isolated for at least (7) days prior to re-distribution.



Please complete and submit the following information:

Name of Event: _____

Point of Contact: _____ Email: _____

Secondary Point of Contact: _____ Email: _____

Sponsoring Department: _____

Preferred Date(s):

Dates will be chosen based on availability and number of other events scheduled

Submit all dates required for this distribution; A separate request must be submitted for different material pick up's/drop off's

Preferred Location(s): _____

Lots will be chosen based on availability and number of vehicles expected

Description of materials or equipment being distributed:

(i.e. 100 laptops for students enrolled in Class 123)

Number of Expected Vehicles: _____

Will all participants be utilizing drive-thru and remaining in their vehicles? ___ yes ___ no

If no, please explain walk-up contingency set up:

Will participants require an appointment or time slot for arrival? ___ yes ___ no

Explain verification process for acceptance of equipment or materials:

(i.e. students will be required to submit an electronic waiver and show a photo ID upon arrival)



Will your event require signage? yes no

Safety signage with reminders regarding physical distancing, PPE, etc should be posted onsite
If yes, coordinate with Parking Reservations (parkingreservations@calstatela.edu) for additional signage.

Will your event require additional equipment from Facilities Services? yes no
(i.e. tables, chairs, etc)

If yes, coordinate with Facilities Services (Workf@cslanet.calstatela.edu) for equipment requests.

How many staff members will be onsite? _____

All staff members should have completed the COVID-19 safety training and be cleared to work on campus - <http://www.calstatela.edu/ehs/covid-19-safety-awareness-online-course>

What PPE will be provided for staff and/or students/recipients?

Was an IAP submitted in conjunction with this event? yes no

If an IAP is required, it should be completed and approved prior to the first day of distribution.

Point of Contact Signature: _____ Today's Date: _____

Confirmation:

Once reviewed, a zoom event coordination call will be conducted (if necessary), and a confirmation of scheduled dates will be returned to the requestor.

Date(s):

Location: