

COVID MITIGATION ACTIVITY/EVENT REQUEST – Spring 2022*

*No overnight group travel permitted until further notice.

Complete the following with detailed information so that the Mitigation Committee can make an informed decision regarding the request. Once completed, submit the request to the appropriate dean or administrator for further review. Dean and administrators, please submit completed request to RegionalPresidents@ccac.edu.

Event:

Date: **Time:**

Location/room number:

CCAC Contact: **Email:**

Number of Attendees: **Internal:** **External:**

Event Summary:

Please note: If approved, enter event into Astra and notify Physical Plant supervisors of the event for proper cleaning/sanitizing prior and after the event.

Will travel be involved?

Please provide the details of transportation.

Will refreshments be included in the event?

If yes, please describe in detail the refreshment distribution process and location.

Provide details about CCAC COVID mitigation protocols during the activity.

I would like to discuss the request with a member of the Mitigation Committee prior to the committee review.