



<b>Title</b>	<b>District In-person Event Roster</b>	<b>SOP #</b>	05-5100-02-9001
<b>SOP Owner (Job Title)</b>	Director, DCTIX	<b>Implementation Date</b>	04/15/2022
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## **1. Purpose**

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In response to the return of on-campus events/in-person meetings, event organizers must compile a roster for all District-sponsored in-person events/meetings. The purpose of this roster is to maintain the District’s ability to engage in the contact tracing process when necessary.

## **2. Scope**

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All managers who wish to coordinate and/or host on-campus events/in-person meetings are required to develop a roster of attendees. This includes District-sponsored events that are to take place off campus. The roster should be developed and submitted to the Human Resources office no more than twenty-four (24) hours after the culmination of the event.

## **4. Responsibilities**

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In accordance with Cal/OSHA’s COVID-19 infection prevention requirements and the and [California Assembly Bill \(AB 685\)](#), “...employers are required to notify all employees who were at a worksite of all potential exposures to COVID-19...”. AB 685 is effective through January 1, 2023. Per Cal/OSHA’s COVID-19 infection prevention requirements and AB 685, the District is required to notify all employees of potential COVID-19 exposure.

Any District-sponsored event must be approved by a manager. Managers are expected to ensure that all event attendees are in compliance with BP/AP 2905.

The Director of Diversity, Compliance, and Title IX Coordinator is responsible for the receipt and storage of all on-campus events/in-person meetings rosters while the District operates with COVID-19 protocols in compliance with AB 685.

## **5. Procedure**

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Managers are expected to develop their own method to collect the event attendee information needed to submit the District In-person Event Roster form.

Managers can access the District In-person Event Roster form from the Human Resources website. This roster form should include the first name, last name, email address (or alternative contact information when email is not available for the individual), and the affiliation of each attendee (ex. Faculty, Classified, student, guest, etc). The roster form should also include all individuals physically present during the event, including individuals participating in the set up and breakdown of the event (if applicable).



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The form must be submitted to [HRAdministration@cerritos.edu](mailto:HRAdministration@cerritos.edu) No more than twenty-four (24) hours after the culmination of the event. In the event of multiple-day events (ex. multi-day conferences, tournaments, etc.) a roster form must be submitted at the end of each day.

## **6. Forms**

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District In-person Event Roster

## **7. References**

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[BP 2905](#)  
[AP 2905](#)  
[AB 685](#)

## **8. Revision History**

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Created 04/15/2022