

## **TRSO Checklist for Meetings and Office Operations**

**Before scheduling your meeting, review the TRSO's COVID-19 plan and meeting policy.** Any committee or group wishing to hold a meeting must appoint a Meeting Officer who will be responsible for the following procedures.

### **Before your meeting**

\_\_\_\_\_ Properly coordinate your meeting time with TRSO Special Workers by noting it on the calendar and notifying the office directly.

\_\_\_\_\_ Record the names and contact information of all attendees on the meeting sign-in sheet, with ONLY the Meeting Officer handling this sheet.

\_\_\_\_\_ Review the TRSO's Meetings Policy with meeting attendees

\_\_\_\_\_ Send any materials to be printed or copied to [store@tsrscna.org](mailto:store@tsrscna.org) at least four days in advance of your meeting

\_\_\_\_\_ Include Meeting Officer's name and contact info prominently on attendee sheet. If the designated Meeting Officer is unavailable the day of the meeting, contact information for the substitute must be provided.

### **During your meeting**

\_\_\_\_\_ Follow the store's one-in-one-out store policy during the meeting

\_\_\_\_\_ Request purchases for attendees before the meeting to be picked up after

\_\_\_\_\_ Do not congregate in any areas outside of the meeting space

\_\_\_\_\_ Coffee machine, microwave, printers, and copiers are not to be used at any time

### **After your meeting**

\_\_\_\_\_ **Along with contact info, Meeting Officer will sign and date the meeting attendee sheet**

\_\_\_\_\_ Empty drinks in sink and dispose of food, drinks, and trash

\_\_\_\_\_ Remove all items brought into meeting including paper, supplies, etc.

\_\_\_\_\_ Cover/put away any machines or technology used during meeting

\_\_\_\_\_ **USE PROVIDED BUCKET AND CLEANING SUPPLIES TO SPRAY AND WIPE ALL TOUCH SURFACES** (faucet handles, door knobs, and flush handle) in the bathroom after your meeting

\_\_\_\_\_ Dispose of gloves and rags and return bucket and spray bottle to the cleaner's closet

\_\_\_\_\_ Place completed and signed checklist in orange bin

**In all circumstances the rules of the store COVID plan take precedence over all else.** Lack of compliance with these procedures will make this space unavailable to your group for future use.

**Date:** \_\_\_\_\_

**Meeting Officer Signature:** \_\_\_\_\_

Information regarding meetings should be sent by email to the Special Workers at [store@tsrscna.org](mailto:store@tsrscna.org). Concerns or questions should be directed to HOWARD F. office manager at 412-427-6478

Group: \_\_\_\_\_ Meeting Date: \_\_\_\_\_ Meeting Officer: \_\_\_\_\_

**\*\*\*Chairperson must fill out information in all boxes for all meeting attendees.\*\*\***

Name	Phone No.	Email

I attest that all procedures have been properly followed per the TSSO's Meeting Policy.

Meeting Officer Signature: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Group: \_\_\_\_\_ Meeting Date: \_\_\_\_\_ Meeting Officer: \_\_\_\_\_

**\*\*\*Chairperson must fill out information in all boxes for all meeting attendees.\*\*\***

Name	Phone No.	Email

I attest that all procedures have been properly followed per the TSRSO's Meeting Policy.

**Meeting Officer Signature:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_