

## MEDCON 4/5 In-Person Meeting Request Exception Waiver

This is a form to request approval for a single event exception to the TJNAF Medical Condition (MEDCON) 4/5 room capacity limit and in-person meeting use during MEDCON 4/5. Under MEDCON 4/5, on-site meetings are prohibited, and the participant capacity for conference space is restricted.

Due to the interactive nature of the meeting in question, use of a CEBAF Center conference room is requested during MEDCON 4/5 restrictions. Under MEDCON 4/5 the capacity limit for the requested room is limited; \_\_\_\_\_ less than the required on-site participation for this meeting (for a total of \_\_\_\_\_ participants). The proposed seating plan (attached) maintains the required 6 ft separation distance between all participants for the planned meeting in the room selected below:

Room	Est. Square Footage	MEDCON Capacity	Normal Capacity
<i>CC Auditorium</i>	2,912	27	286
<i>CC F113</i>	1,949	11	78
<i>CC L102</i>	1,158	6	40

To allow for this meeting to occur on-site during MEDCON 4/5, we will require all participants to maintain 6 ft separation, wear an approved face covering when not speaking, use the designated seat/table/equipment labeled for their use, abide by the posted traffic flow markings, and self-certify they meet the TJNAF health standards prior to arriving on-site. These additional controls will reduce the residual safety risk to as low as reasonably possible to hold an in-person meeting.

### Event Information

Title: \_\_\_\_\_  
 # of Attendees: \_\_\_\_\_  
 Date(s): \_\_\_\_\_  
 Start time: \_\_\_\_\_  
 End Time: \_\_\_\_\_  
 Budget: \$ \_\_\_\_\_

### Contact Information

Contact/Coordinator: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Food and Beverage Request

Food and beverage options are limited during MEDCON 4/5. Please choose an option below:

- Grab-and-go
- Placed on table
- None

- Items available for catering in MEDCON 5/4 are:
- Bottled cold beverages.
  - Breakfast, snack and lunch boxes.
  - Individually wrapped à la carte items.

**The following controls will apply:**

- All local participants will be required to confirm meeting the Daily Health Self-Certification requirements before entering the room at the start of the conference.
- Participants will be advised of the TJNAF Daily Health Self Certification requirements before departing for TJNAF and will be asked to confirm compliance upon arrival at CEBAF Center.
- All participants will be required to wear approved face coverings when not speaking.
- Speakers will remain seated during their presentations (with added AV support.)
- Hand sanitizer will be available at the room entrance and disinfecting wipes placed at the center table in each row.
- Entry and exit from the room will be limited to assigned doors as shown in the diagram and participants will be directed to follow the entry/exit paths marked on the floorplan to minimize close contact while moving to and from their seats.
- Desks, tables and chairs will be sanitized before and after the conference.
- MOMOs will prepare individually wrapped or containerized refreshments in advance, they will be placed on the table in front of each participant's seat before the conference begins or on a table to the side for grab and go options.
- Each participant will receive a copy of this plan prior to the conference and the controls will be reviewed again during the safety briefing presented at the start of the conference.

---

**For COO Use Only**

COO Authorization: \_\_\_\_\_

ESH Authorization: \_\_\_\_\_

CC: COO; ESH



