Oklahoma State University – Facilities Management: Surplus Auction

We are pleased to announce the approval of the surplus auction here at Oklahoma State University. The auction will be held on **November 21st**, at the same place it has always been held.

In order to conduct a safe and successful auction, a few changes have been made. We hope that everyone follows the guidelines so everything may operate as smoothly as possible!

- **Parking** – we have chosen lots 71 and 81a specifically for the auction to make sure everyone checks in with us at the checkpoint. Please refer to the map for parking. Lot 81 (east of 81a) can be used as overflow.
- **Check in** – upon arrival, you will need to check in with our staff at the check-in table indicated on the map.
  - Here, we will go over a quick questionnaire, temperature checks, and our mask and social distancing policies here at OSU.
    - Masks will be provided to those who do not have any.
    - **Groups will be limited to three people.**
    - Wristbands will be provided to those who have completed check-in.
  - NO food, drink, tobacco, or vape products will be allowed in the auction area.
  - Entry will be denied to anyone that fails the questionnaire, or does not agree to follow OSU protocols.
- **Auction registration** – registration will be held in the warehouse on the west, you will be pointed to this area upon checking in with OSU staff. (indicated on map)
- **Please**, for our safety and yours, refrain from touching auction items
  - There are a few exceptions, we will provide gloves to those who would like to handle laptops, cameras and other small items.
  - These items will be sanitized after the viewing time is concluded.
- **Indoor and other confined areas** will have a maximum capacity, in order to permit enough space for social distancing.
- **The auction will follow a general counterclockwise path.**
- **Pick up - pickup** will be done for the larger items at the East and West ends of Connell Street, smaller items can be carried out by participants after the conclusion of the auction.
- **We would like to ask** that if you purchase a pallet, you take the entire pallet. Please do not leave items that you have handled.

*MAP ATTACHED*
Covid Questionnaire:

Oklahoma State University Surplus Auction COVID-19 Questionnaire

1. □ In the last 14 days, have you or anyone you know travelled to a CDC designated high-risk area?
   Traveled to: ________________________________
   – or –

2. □ In the last 14 days, have you been exposed to a person with Coronavirus (COVID-19)?
   – and –

3. □ Are you experiencing fever and symptoms of cough with flu like symptoms?

FINAL

□ Do you agree to wear a mask and follow OSU COVID protocols?
Please adhere to the following guidelines for face coverings:

- You may wear your own clean, well-maintained, and professional face covering from home instead of the OSU-provided covering if you choose.
  - You may use a homemade or purchased cloth or disposable face covering. A multi ply tightly woven cotton cloth or multi ply disposable face covering is recommended. The face covering must not have an exhalation valve or introduce a hazard in the workplace (near any flammable liquids, for example). Information regarding face coverings, including how to make them, is provided by the Centers for Disease Control and Prevention (CDC).
- You **must** wear a face covering at all times in hallways, classrooms, public spaces, restrooms, and other common areas across campus where social distancing is hard to maintain.
- Face coverings are also required outdoors if safe social distancing is not possible.
- Your face covering should meet the following criteria:
  - fits snugly but comfortably against the side of the face
  - completely covers the nose and mouth
  - allows for breathing without restriction
  - can be laundered and machine dried without damage or change to shape
- The face covering is primarily a protection for others near you to prevent you from unknowingly spreading the COVID-19 virus to others. Studies have shown that if everyone is wearing a mask and following other safety measures the spread of viruses is reduced.