

Prior to the hearing

- Review the Visitor Screening Form, available on WCAT's website, before arriving at WCAT for your hearing. If you answer "yes" to any of the questions, please do not attend your hearing. Instead, contact your appeal coordinator for information on how to proceed.
- Masks are mandatory, please remember to bring one. Please bring water if you would like something to drink.
- Send all the documents you would like to present in the hearing to your appeal coordinator 21 days before the hearing.

Once you arrive at WCAT

- Please do not arrive earlier than 10 minutes before your hearing time.
- Complete the attached Visitor Screening Form on the day of your hearing and provide to the receptionist upon arrival. If you answer "yes" to any of the questions, please leave the building and contact your appeal coordinator for information on how to proceed.
- Wear a mask when entering the building.
- The receptionist will direct you to the hearing room. Please wait outside of the hearing room; a green light accompanied by a buzz will notify you when it is ready to enter. Push to open the hearing room door while the green light is on.
- Maintain physical distancing.
- Adhere to the safe practices posted throughout the building.
- Only attend the areas of the WCAT that are necessary.
- Please practice proper hygiene protocols, including washing/sanitizing your hands often and avoiding touching your eyes, nose, or mouth. Cleaning supplies and hand sanitizer are available in the hearing room.

During/after the hearing

- Please respect any safety guidance provided by the vice chair during the hearing, including when and where you may take breaks from the hearing.
- WCAT will provide writing paper and a pen, as well as tissues. These items have been sanitized and you are welcome to take them with you at the end of the hearing.
- Please leave the building as soon as the hearing has ended, or when the vice chair has stated that you may leave.