

Guidance for Meetings on Campus during the COVID-19 Pandemic

Purpose

Ensure employees' health and safety by minimizing the spread of the virus when conducting in-person meetings on campus.

Description of Task

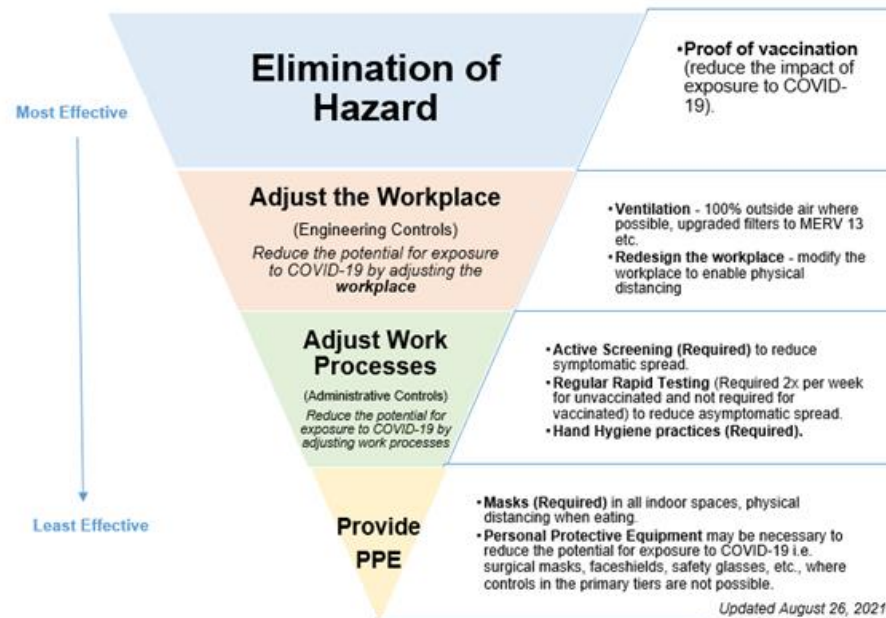
Some meetings will continue to be conducted online. As the number of individuals working on campus continues to increase, the need to conduct in-person meetings is expected to follow suit.

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Hierarchy of Hazard Control

Hazard mitigation should always focus on implementing control measures to eliminate or reduce risk. The hierarchy can be applied to any hazard in the workplace including COVID-19.



Physical Distancing

Physical Distancing is required in all indoor areas except indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.).

Administrative Controls

Physical Distancing On-Site

Physical distancing (always keep a minimum distance of 6 feet(2m) from others) must be maintained when on campus in meeting spaces.

Schedule

In-person meetings on campus may be scheduled where possible to achieve physical distancing and a reasonable attempt should be made to accommodate attendees who work remotely.

Equipment/Tools

- If possible, employees will bring their personal computer equipment and tools (i.e. laptop, writing instruments, etc.) to meeting spaces to avoid high touch surfaces.
- Select tools (i.e. markers, chalk, etc.) are to be brought in by employees and are not to be shared.
- Shared and borrowed equipment and tools and high touch surfaces in space (i.e. desktop, doorknobs, etc.) will be sanitized by user prior to work and before leaving meetings spaces.

Hygiene Practices

- To prevent exposure, employees should avoid touching face, eyes and mouth.
- Employees must conduct appropriate hand hygiene; location of the closest sink with soap and water should be communicated or hand sanitizer should be made available.
- All individuals must complete screening using the MacCheck digital tool within 1 hour before arriving on campus.

Personal Protective Equipment

Face coverings or masks are required in all indoor areas including meeting spaces. Physical distancing and appropriate hygiene practices continue to be required.

Work Procedures

- 1) Identify if meeting can appropriately be completed virtually, or if an in-person meeting is necessary.
- 2) Confirm the maximum occupancy of the meeting space that can support physical distancing.
- 3) Implement the use of technology for hybrid meeting arrangements to support individuals attending virtually.
- 4) Schedule a date and time to conduct the in-person meeting and record the names of all in- attendees.
- 5) Wear a face covering or mask in all indoor spaces and practice physical distancing.
- 6) Prior to beginning the meeting, use alcohol wipes provided to sanitize high touch surfaces (i.e. doorknobs, desktop, etc.) and shared equipment, and dispose of wipes.
- 7) Avoid touching face, eyes and mouth.

- 8) Avoid eating/drinking in meeting spaces. Where drinking is permitted for hydration, physical distancing must be maintained at all times when individuals remove masks. Masks must immediately be replaced after sipping of beverages.
- 9) After leaving meeting space, immediately proceed to the nearest sink with soap and water, and thoroughly wash hands or use hand sanitizer.
- 10) The meeting organizer must ensure that non-McMaster visitors are in compliance with the McMaster vaccination policy requirements.
- 11) Screening for visitors is to be conducted within one hour before arrival to the meeting using the [Provincial self-assessment tool](#).
- 12) Refer to Back to Mac webpage for any Provincial changes to gathering limits for meetings.

Resources

- [How to Hand Wash](#) video
- Public Health Ontario - [COVID-19 Self-Assessment Tool](#)
- Public Health Ontario - [COVID-19 Information](#)
- Government of Ontario - [COVID-19 information](#)
- Back to Mac Webpage - <https://covid19.mcmaster.ca/>