

MEETING IN THE WORLD OF PHYSICAL DISTANCING

When considering how to hold a meeting in the world of physical distancing, it is very important to answer a few questions, in order of importance:

- 1. What will be the outcomes of this meeting? Do we even need to have the meeting? You should start with a well thought out agenda.**
 - a. If yes, go to question #2.
 - b. If no, do not hold the meeting.
- 2. Can we meet those outcomes with a virtual meeting or partial virtual attendance?**
 - a. Popular virtual meeting platforms such as GoToMeeting, Zoom, and Microsoft Teams are a few examples. When used appropriately with the same attendance and participation expectations as in-person meetings, they may even increase productivity.
 - b. Offering optional virtual attendance for those at high risk is recommended.
 - c. If not, go to question #3.
- 3. How many people are required to attend in order to meet the outcomes? Be sure to include key stakeholders, but not everyone in the organization needs to be at every meeting.**
 - a. You should keep meetings to only those necessary to achieve the meeting outcomes.
- 4. Do you have the meeting space to allow for social distancing?**
 - a. Maintain social distancing of at least 6 feet between participants.
 - b. No more people permitted than suggested by local regulations.
- 5. Are face coverings required? You should be clear on this expectation. If you are not clear some will, some won't, and participants will be confused on the expectations.**
 - a. If meeting space does not allow for social distancing, face coverings should be required.
- 6. Routine cleaning of the meeting space is recommended by using EPA Approved products listed here**

https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2#filter_col1

There are special considerations for high touch, non-porous surfaces such as, but not limited to, doorknobs, light switches, keyboards, phones, faucets, and sinks. Please see the references for a full list of CDC cleaning recommendations.

Lastly and most importantly, make sure to have virtual non-business meetings. The old “water cooler conversations” still need to happen. Employee engagement should be high on the priority list. Meetings and workdays were never 100% productive...employees still need some of that non-productive time to socially interact with their co-workers.