

# Guidelines for Meetings



E.g. Group Council, Group Support Committee, Unit Council

- ✓ Does this meeting need to be held face to face? Can it be held online instead? Can both options be provided to minimise numbers physically attending?
- ✓ Limit number of attendees based on current restrictions and your venue
- ✓ Observe density requirements (currently 1 person per 2 square metres) and maximum numbers in the hall
- ✓ Ensure contact tracing is possible by keeping a record of attendees
- ✓ Observe and encourage social distancing
- ✓ Practice good hand and respiratory hygiene
- ✓ Follow guidelines set by the hall/meeting venue
- ✓ All meetings must be seated – setup chairs before meeting (considering spacing) and ask attendees not to move them
- ✓ **Required: Have a person responsible for monitoring and reminding of COVID-19 safe practices (i.e. a COVID-Marshall who has completed required training and is identifiable – sign on door, specific badge etc)**