

Guide to Safe Meetings at VIU during COVID-19

Continue to meet virtually when possible. This is the preferred option. Face-to-Face meetings should only be considered as a last option.

Self-Screen Daily before leaving home for any of the following new or worsening symptoms of possible COVID-19.

Employees with any of the symptoms below **SHOULD STAY HOME** and *contact 811* immediately for further guidance.

- Cough
- Shortness of breath or difficulty breathing
- Muscle pain
- Sore throat
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19
- Chills
- Repeated shaking with chills
- Headache
- Loss of taste or smell
- Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit

Clean the meeting space **before AND after** use with a disinfectant. Disinfectant wipes and other cleaning products can be purchased through a Facilities' work order.

Meeting Room Occupancy Limit

- **Do not** exceed the posted occupancy limit
- 2m physical distancing to be maintained **at all times**
- **Do not** re-arrange furniture - Room and Seating Configurations are to keep people safe and to maximize physical distancing

Practice hand hygiene when entering and exiting the meeting room using supplied hand sanitizer.

Disinfect all shared equipment **before AND after** use with cleaner provided.

Refrain from providing and consuming communal foods.

Be Kind. Be Calm. Be Safe

(Dr. Bonnie Henry, 2020)