

Guidelines and Procedures for Meeting Rooms & Shared Spaces

OVERVIEW

There is an increased risk of spreading COVID-19 when workers are close together, in crowded places, in closed spaces, exposed to others for a longer time, and when forcefully exhaling. Meeting Rooms and shared spaces require adjustments to operations to create a safer space for gathering and working. Supervisors are responsible to ensure everyone is aware and compliant with the meeting room and shared spaces procedures.

MEETING ROOM & SHARED SPACES SET-UP

- Ensure that shared spaces for gathering and working are well-ventilated and set up to allow workers to maintain physical distancing of 2 metres where possible.
- Position tables, chairs and other furniture in these rooms to help workers keep at least two metres of distance from each other.
- Remove furniture from meeting/shared spaces that would lead to overcrowding if used (couches, extra chairs, benches).
- Provide more locations for meeting, working in alternate locations as required.
- Choose spaces with windows that open and keep them open as much as possible.
- Use any outdoor spaces for meetings if available.
- Ensure soap and water and/or alcohol-based hand sanitizer is available for handwashing.
- Ensure cleaning products are available and this guideline is posted in the meeting room/shared space.

SCHEDULING/TIME ALLOWANCE

- Set schedules or develop a sign up for meetings and work assignments where multiple users may require the space, consider staggered dates and times of use.
- Assign workers to specific meeting rooms or shared spaces if there are multiple spaces.
- Set limits on how long users can stay in the space (30 min meeting, 2 hour work assignment).
- Post information and reminders about capacity and time limits, maintaining distance and wearing a mask.
- Ensure standard cleaning and disinfection happens on a frequent schedule and increase cleaning and disinfection of high touch surfaces.

PROCEDURES FOR USERS

- Wear a mask at all times when indoors including while in meeting room and shared spaces.
- Where 2 metre distancing is not possible, appropriate PPE is required. (Medical mask, eye protection (face shield, safety glasses, goggles, or equivalent)).
- Wash hands frequently with soap and water or alcohol-based hand sanitizer and upon entry and exit of the meeting room/shared space.
- Clean shared equipment (white board, tech equipment, podium) before and after use with the cleaner provided, following the manufacturers instructions for use, ensuring high contact surfaces are cleaned (handles, keyboard, knobs).
- Clean shared surfaces areas before and after use with the cleaner provided following the manufacturer's instructions for use.
- Meet outside when the weather allows for it.