Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Note: Meeting rooms are for scheduled meetings only and should not be used for ad hoc purposes.

PLANNING THE MEETING
- The meeting organiser must keep a record of attendees so that they can be contacted following the meeting in the event of an attendee subsequently falling ill with Covid-19.
- The meeting organiser needs to ensure rooms are clean, that wipes and hand sanitiser are available along with disposable laptop mats from Creative Media.
- Meeting rooms are cleaned daily; however, should you need to report a concern contact Cleaning Services or telephone 0121 414 2899.
- Work on campus should be focussed on the delivery of meaningful, purposeful activities which are more effectively performed on campus rather than from home.
- Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m) with risk mitigation such as face coverings and/or screens.
- Hold meetings outdoors, whenever possible, or in well-ventilated rooms.
- Familiarise yourself with the building’s COVID-19 guidelines in regards to entrances, one-way systems, corridors, cleaning stations and restrictions on lifts and toilets.
- Consider special arrangements for any attendees with mobility issues.
- Do not exceed the meeting room’s social distancing seating capacity. Contact the building manager for details.
- Seating: graphics available from Creative Media should be placed on the meeting table indicating where attendees should sit to ensure a safe distance between seats.
- Have a clear agenda with timings to minimise the duration of the meeting. Meetings cannot exceed their scheduled time slot.

DURING THE MEETING
- Attendees should use the meeting room’s designated entrance and exit for entering and leaving the space, forming a single file while maintaining social distancing.
- Open windows where possible to allow fresh air ventilation.
- Avoid transmission during meetings, for example avoiding sharing pens, remote controls, documents and other objects.
- Have a clearly identified presenter position to avoid unnecessary movement during the meeting.
- Drinks and snacks should not be served in meeting rooms.
- Ensure that everyone is aware of the fire evacuation procedure and how that should be followed allowing for social distancing.
- There should be an agreed process for comfort breaks where required.
- Attendees must ensure that any AV surfaces that have been touched are wiped down at the end of the meeting.