



# COVID-19 Working Safely Meeting Room Procedures

1 April 2021

**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.

Acknowledgement: Department for Business, Energy & Industrial Strategy, *Working safely during coronavirus (COVID-19)*.