COVID-19 Safety Plan for Staff Meetings (No Food or Drink Provided)

COVID-19 safety plans are required for all Queen’s University meetings and events. This document provides the health and safety requirements related to COVID-19 and can serve as a general safety plan for staff meetings without physical distancing.

Meeting organizers are required to ensure that all aspects of the safety plan are implemented. Additional documentation to outline mitigation measures for specific/unique locations or activities that are not covered in this more general safety plan must be completed and attached to this plan.

**Physical Distancing**

Physical distancing is not required, but **masks must be worn at all times unless**:

1. the meeting place is not accessible to the public (e.g., back offices, designated meeting rooms, etc.); AND,
2. **every person** in the meeting is physically distanced by 2M from every other person in the meeting; AND,
3. Every person in the meeting performs work for the business. If there is **any person** in the meeting who **does not perform work for the business** (e.g., student, outside guest, etc.) **masks cannot be removed, even if physical distancing is being maintained**

**Screening & Monitoring**

Signage is posted to remind all individuals to self-screen and to not enter if they are exhibiting any symptoms of COVID-19.

All employees must download and complete the SeQure App daily self-assessment prior to attending the meeting. For those without a cell phone or tablet, a web version and a document version of the assessment (PDF 200 KB) are also available.

**Vaccination**

As per the Queen’s COVID-19 Vaccination Policy, all individuals are required to be fully vaccinated against COVID-19 prior to participating in any in-person university activities.

**Masks**

All participants are required to wear Level 2 medical-grade masks at all time except when actively eating or drinking.
Hand and Respiratory Hygiene

Information is posted to remind participants to frequently wash or sanitize hands, and use proper cough and sneeze etiquette. This information is also sent to meeting or event registrants in advance if appropriate.

Organizers ensure that there are measures in place to allow individuals to properly clean hands - for example, providing regular access to alcohol-based hand sanitizer or soap and water if easily accessible.

Cleaning and sanitizing processes

A process is in place to disinfect chairs and tables and common touch points (door handles and light switches) by wiping them down with a disinfectant product such as sanitizing wipes pre and post the event/meeting or every four hours depending on the length of the event. Shared tools or objects are disinfected before and after each event/rotation. Assigned seating is preferred, alternatively organizers will request that individuals don’t change seats during the event.

Reporting Positive Case or Possible Exposure

Meeting organizers who are informed a participant may have COVID-19 should ensure the participant is aware they should be following the isolation requirements stipulated by KFLA Public Health or the local health unit in the area the participant resides.

The organizer should also inquire if the participant identified or notified any close contacts they may have identified as the results of attending the meeting.

Current guidance on case and contact management indicates that individuals in a group setting are generally not considered close contacts due to the health and safety measures in place in these settings. As a result, there is typically no requirement to notify meeting attendees of the potential COVID case.