COVID-19 Health and Safety Moment
In-person meetings

UPDATED Oct. 2021

Overview
During the COVID-19 pandemic, information continues to change and evolve as we move into a new normal of work at Memorial. Please ensure the below controls are implemented, in line with public health messages, this will help reduce COVID-19 transmission for individuals who conduct in-person meetings.

Controls for conducting in-person meetings

- Ensure the controls listed in the COVID-19 health and safety moment are implemented.
- Use videoconferencing where possible.
- Do not attend meetings if you are ill.
- Please use the density calculator that’s been developed to determine the meeting room capacity.
- Two-meter distance is maintained.
- Wear a non-medical mask while in meetings.
- Non-medical masks should be worn at all times while seated in meetings unless actively eating or drinking.
- Meeting presenters who are able to maintain two-metre physical distancing will be able to speak with their mask off.
- Increase ventilation in room by opening windows or adjusting air conditioning.
- Wash hands regularly and clean hands prior to entering a meeting.
- Stop handshaking – use non-contact methods of greeting.
- Avoid touching eyes, nose and mouth with hands.
- No food (beverage) sharing.
- Commonly touched surfaces and equipment (video displays, monitors, etc.) must be disinfected before and after use.

Contact us
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