

# MEETING SAFELY DURING COVID-19



Faculty, staff and students hosting meetings may choose to use the optional COVID-19 prevention strategies described below, in addition to University requirements for COVID-19 prevention.

## FOLLOW YOUR COVID-19 PREVENTION PLAN

Faculty, staff and students facilitating in-person meetings, including one-on-one meetings, related to University business, research activities or academic instruction are required to follow all aspects of their unit's [COVID-19 Prevention Plan](#).

Student clubs and registered student organization activities are required to follow their student organization COVID-19 Prevention Plan and consult with their [Bothell](#), [Tacoma](#) or [Seattle](#) campus activities office with questions about planning in-person activities.

## ADDITIONAL COVID-19 PREVENTION MEASURES

The applicability of these additional measures is dependent on the size and type of meeting, available resources, and the preferences of the individuals involved. Options for additional prevention measures include, but are not limited to:

- If one or more parties in the meeting prefers to hold a meeting virtually, meeting hosts are encouraged to make a virtual or hybrid (partially virtual, partially in-person) meeting possible.
- Hold the meeting outdoors.
- Identify a larger space to hold the meeting to facilitate physical distancing, such as moving a meeting from a person's office into a larger conference room.

- Choose a space that has mechanical or natural ventilation. See the [COVID-19 Ventilation FAQs](#) for more details. Note that installing physical barriers in individual offices (e.g., plexiglass barriers) is generally *not* recommended due to the decreased air circulation created by the barrier. See the EH&S guidance on [Plexiglass Barriers in the Workplace](#).
- Position furniture so that 6 feet of distance is maintained between individuals, where possible.
- Not allowing eating or drinking during the active meeting; provide breaks for attendees to do so in appropriate places per the [Eating and Drinking Guidance](#).
- Maximize the effectiveness of face coverings by selecting a [multi-layered cloth mask or a disposable surgical/procedure mask](#), both of which provide good filtration efficiency.
- Use cleaning supplies and disinfectant wipes to clean and disinfect high-touch and shared surfaces before and after meetings.
- Ensure that in-person attendees are aware of the COVID-19 prevention strategies and expectations for the meeting ahead of time. Include this information in meeting invitations, agendas, etc.

## UNIVERSITY EVENTS

If your meeting is *not* related to day-to-day University business, research activities or academic instruction, it may be covered by the University's [COVID-19 Prevention Guidelines for In-Person Events](#).

Visit the [COVID-19 Health and Safety Resources](#) page on the EH&S website for more information.