

In-Person Meeting Planner

As more people return to the physical workplace, many teams will have the desire to hold in-person meetings. In-person meetings are still not encouraged and other options should be considered; however, to ensure these meetings can be held as safely as possible please utilize this meeting planner/checklist. Adherence to these principles will help make your meetings as safe as possible.

Meeting hosts should complete the checklist below prior to the meeting. This planner is intended to help protect the health of your staff and meeting attendees. This is a tool for your use only and does not need to be reviewed or approved. Please note - **any trainee-led, in-person meeting must receive approval from OITE.**

Contact the Division of Occupational Health and Safety or your Safety Specialist if you have any questions.

Meeting Date:		Recurring every		Days/weeks/months
Meeting Host (IC/Branch/Organizer Name):				
Current space requirements based on the NIH COVID-19 Safety Guidance.			ft ² /person	
Meeting Location:		Room size in ft ²		
Room capacity at current space requirement (room size/current space requirements)				
# of in-Person Attendees		<i>This number should never exceed the room capacity listed above. For meetings with 50 or more people HHS approval is required.</i>		

Please answer the questions below

Yes	No	
		Are all seats at least 6 feet apart in all directions?
		Are remote call-in options available for this meeting?
		Have in-person attendees been reminded to perform COVID-19 symptom self-checks before attending the meeting?
		Are attendees aware that disposable face masks are required?
		Will the meeting be kept as short as necessary to meet business needs?
		Are attendees aware that the six-foot physical distancing requirements are still applicable?
		Will eating be prohibited at this meeting?
		Does the meeting host take responsibility for cleaning and disinfecting the common touch surfaces (door handles, tabletops, A/V equipment etc.) after the meeting is over?

If you answered “No” to any of the questions above, consider delaying your meeting (or holding it virtually) until you can confidently answer “Yes”. For recommendations on how to get to “yes” or explanations on why these conditions are important, please read the attached Meeting Primer.

In-Person Meeting Planner

In-Person Meeting Primer

If a meeting must be held in-person-we recommended that you:

- Keep your groups as small as you can
- Minimize in-person time to the best extent possible
- Follow all other precautions currently in place

Q: Are remote call-in options available for this meeting?

A: Meeting in-person is great but remote participation options should be offered. More options mean fewer people in the room. Fewer people mean lower risk. When staff are located in multiple areas, the continued use of virtual formats ensures a consistent and inclusive, as well as safety optimal, experience. Additionally, it's important to recognize that not everyone will be comfortable meeting in-person yet.

Q: Have in-person attendees been reminded to perform COVID-19 symptom self-checks?

A: If personnel have any symptoms, no matter how mild and even if they don't suspect it is COVID-19, they should not be at work. This is even more important for personnel attending in-person meetings. Remind personnel of the importance of self-assessment of symptoms. This can be done in the appointment/meeting invite email.

Q: Are attendees aware that disposable face masks are required?

A: Masks are currently required in all common spaces in NIH. It's important to strictly enforce masking requirements. It is easy to let your mask slip down or to lean in close to whisper something to a colleague; however, there must be zero tolerance for those behaviors for this to work. And all of us must be open to correction when we slip up. Remind staff of the masking requirement in the meeting invite email.

Q: Will the meeting be kept as short as necessary to meet business needs?

A: Keep meetings brief. Create an agenda and commit to covering only those items. This will keep the meeting on track while informing attendees of the topics to be prepared for. Risk of infection is directly related to the duration of exposure. If there is an asymptomatic infected person in the room, keeping the meeting brief and being succinct reduces the chance of that infection spreading.

Q: Are attendees aware that the six-foot physical distancing requirements are still applicable?

A: Current NIH policy is to maintain at least six feet of physical distance from others. Chairs in meeting spaces are being set up based on density requirements so it may be necessary to arrange them to also meet the distancing minimums. It's important to strictly enforce distancing requirements.

Q: Will eating not be allowed at this meeting?

A: Eating reduces mask wearing and increases exposure and infection risks. Eating should be prohibited at meetings. Sips of drinks can be allowed but remind attendees to remove their masks only to consume their beverage then place it back on properly.

In-Person Meeting Planner

Q: Does the meeting host take responsibility for cleaning the common use surfaces (door handles, tabletops, A/V equipment etc.) after the meeting is over?

A: Obtain disinfection and cleaning supplies for cleaning after the meeting. All touch surfaces should be wiped down, including tables, arm rests on chairs, light switches, shared equipment, and other things touched by attendees so the space is clean for the next user.

Between our high vaccination rates, adherence to safety principles regarding transmission control, and assessment and selection of appropriate locations we can find ways to safely gather for in-person meetings.