

COVID-19 Meeting Room Procedures

Every workplace requires a Communicable Disease Prevention Plan (CDPP) where policies and practices to prevent communicable disease transmission are outlined in detail. The CDPP must be updated using the latest [BC Public Service Workplace Communicable Disease Prevention Plan Information](#) which includes increased COVID-19 protocols for meeting rooms.

As of December 29, 2021 Public Service workplaces must reinstate meeting room occupancy limits from their COVID-19 Workplace Assessment Tool. This will help reduce risk of COVID-19 during this time of high community transmission. Other key meeting room procedures:

- Virtual meetings are recommended wherever feasible during this time of high community transmission of COVID-19
- Use the largest room available for any meetings and attendees should spread out
- Follow occupancy limits
- Workplace Staff meetings are for staff who attend the workplace. All others must attend virtually including other staff who telework, staff from other workplaces, or other ministries
- Wear a mask
- Avoid food and drink in meeting rooms

Recommended Posted Procedures in the Meeting Room:

- If you are feeling unwell, please leave this meeting room and talk with your supervisor - you should not be in the workplace!
- Do not exceed the posted capacity of the meeting room, seating must be available for all attendees and spread out
- Wear your mask
- Clean In / Clean Out:
 - If you use it, you clean it
 - Do not leave used containers, mugs, coffee cups, etc. in the meeting room - take them home or dispose of them in the garbage/recycling
 - Wash your hands or use hand sanitizer after cleaning out

Please note that this guidance applies to staff meetings in meeting rooms within public service workplaces. If you are planning a meeting or organizing an event that requires a larger space outside of public service workplaces (e.g. hotel, convention centre), please contact check your CDPP Workplace Health and Safety via Ask MyHR.