



**Intent:** The intent of this document is to provide best-practices guidance in relation to holding essential in-person meetings/trainings for the University of British Columbia Okanagan community to prevent the spread of COVID-19. This guidance is intended for occasions where there is the need to hold essential meetings and/or trainings that cannot be held electronically or remotely.

Visit [ubc.ca/covid19](https://ubc.ca/covid19) and <https://ok.ubc.ca/covid19/> for more information about UBC's response to COVID-19, including frequently asked questions.

*Globally, our scientific knowledge surrounding COVID-19 is changing and expanding daily. This document is based on current scientific knowledge at the time of writing.*

### **Is this in-person meeting/training essential?**

In-person training sessions, education or meetings may be required to demonstrate and/or develop skills, or to facilitate the safe implementation of operational procedures that are not feasible in a one-on-one or remote delivery model.

#### **If it is Essential:**

- Encourage participants to stay home if they have flu-like symptoms, fever or a cough.
- Assure participants that alternative sessions will be provided, so that anyone feeling unwell does not feel pressured to attend.

#### **Physical Distancing**

- In-person meetings/training may have no more than 50 people total, and only if 2 metres between participants can be ensured. If 2 metres cannot be maintained between participants, either a larger space or more than one session will be required.
- Ensure that 2 metres between participants is maintained via all means necessary, including limiting seating usage, posting signage on physical distancing to set expectations that participants will maintain safe distances.
- Have attendees enter and leave the space in single file maintaining 2 metres physical distance.

#### **Where Physical Distancing Cannot be Maintained**

Where close physical interaction is required to complete the training, assessment of the activity should be performed for any droplet producing potential and additional engineering and source controls considered (see additional guidance [here](#)). Emphasis should also be on appropriate Personal Hygiene of all participants and effective Cleaning and Disinfecting of surfaces that participants may touch and equipment/tools that may need to be shared.

#### **Personal Hygiene**

- Wash hands with soap and warm water for 30 seconds before and after leaving the meeting/training.
- Greet people with a wave instead of a handshake.
- Avoid touching your face except immediately after hand washing.
- Cough or sneeze into your own arm.
- Provide training materials in electronic form to avoid the passing of documents between participants.



### Cleaning and Disinfecting

- When the meeting/training is completed, the meeting organizer must arrange to have equipment cleaned and disinfected. Ensure that cleaning and disinfecting of all high-touch surfaces are included.
- Consider cleaning and disinfection practices during the event if any surfaces, equipment or tools are likely to be touched by multiple participants. More information about supplementary cleaning can be located at: <https://hse.ok.ubc.ca/covid19infectioncontrol/>
- To request cleaning by Facilities Management, please submit a cleaning request form at: [https://ubc.ca1.qualtrics.com/jfe/form/SV\\_6z2sL6JCRscch5b](https://ubc.ca1.qualtrics.com/jfe/form/SV_6z2sL6JCRscch5b)

### Advice on Meetings or Trainings at UBC Okanagan

If you have any questions or require advice about Meetings or Trainings at UBC Okanagan, please contact Health, Safety & Environment at [HSE.ok@ubc.ca](mailto:HSE.ok@ubc.ca).