

COVID-19: SCHEDULING OF MEETINGS

Intent: Meetings are necessary to share information, brainstorm ideas, resolve disputes, as well as interviewing and onboarding. They may take place between employees, volunteers, partners, sponsors, vendors, and program participants. Planning and scheduling of meetings between two or more individuals can help reduce the transmission of Covid-19.

Policies and Procedures

1. Meetings should be conducted virtually instead of in-person, whenever possible.
2. Tools for conducting virtual meetings may include, but are not limited to: telephone, including conference calling, and online applications such as Zoom or Google Hangouts.
3. Meetings shall be scheduled in advance. Where possible a regular schedule for team meetings shall be established.
4. Notice of meetings should be confirmed in writing via email.
5. Contact information suitable for arranging a meeting will be made available via: manorpark.ca, Parent Handbooks, where applicable, on-site signage, and electronic newsletters.
6. An in-person meeting shall only be arranged when a virtual meeting is not possible, ie. inspection of a site or piece of equipment.
7. In-person meetings shall be limited to those individuals essential to the purpose.
 - a. Where the meeting is with parents of a program participant, then in-person meeting shall be limited to only one of the parents / guardians.
8. In-person meeting should be conducted outside, whenever possible.
9. When in-person meetings must take place indoors, they should be in a space which has been cleaned and disinfected prior to use.
10. Opening windows in the meeting space is encouraged in all weather in order to increase ventilation.
11. All persons attending an in-person meeting shall complete a clear Active Screening Questionnaire.
12. All persons attending an in-person meeting shall wear masks. Disposable masks shall be made available by the MPCC.
13. Persons arriving for an in-person meeting shall use hand sanitizer after entering the building. Hand sanitizer shall be made available by the MPCC.
14. A log of the shall be keep of all in-person meetings which includes: date, names, and contact information.
15. Physical distancing shall be maintained both indoors and outdoors, as applicable. Indoor physical distancing shall be facilitated by the placement of tables, chairs, and other furnishings.
16. No food or refreshments shall be provided for in-person meetings.
17. Equipment, ie pens, phones, shall not be shared.
18. Meeting attendees shall not use the washrooms, unless it is their regular work site.
19. In-person meeting attendees are encouraged to be brief. A time limit for the meeting should be discussed at the beginning.
20. Documents supporting or arising from a meeting shall be distributed electronically; the exchange of papers shall be limited.

- a. If a paper documents must be exchanged, they should be left on a clean surface while maintaining a 2m distance.