COVID Guidelines for Face to Face Meetings

Overarching principles
To maintain the safety of staff and students, it is important that Government requirements are followed. These include:

- complying with occupancy density requirements, as per current Queensland Government directions;
- physically distance (1.5m) from others to the extent possible;
- wear a face mask when you are unable to keep 1.5 metres away from other people and
  - at all times indoors whenever face masks are mandatory, as required by current Queensland Government directions;
- maintaining high levels of personal hygiene;
- not attending campus if:
  - if you have any COVID-19 like symptoms;
  - unwell;
  - waiting on COVID-19 test results (PCR or Rapid Antigen Test (RAT));
  - diagnosed with COVID-19 or have been instructed to self-isolate by QLD Public Health or
  - are a close contact of a diagnosed case (see Actions to take when a Close Contact);
- get tested if you have any COVID-19 symptoms immediately and stay home until your results are known and your symptoms have resolved;
- get vaccinated.

All UQ Staff and Students are required to be fully vaccinated by 14 February 2022, unless granted a medical exemption. This includes external stakeholders who are participating in a meeting in person at a UQ site.

For more information on UQ’s requirement to be vaccinated see the COVID-19 Vaccination Procedure.

Meeting Protocols

- Ensure all meeting attendees are able to maintain 1.5 m from each other. Larger meeting rooms than normal may be required.
- Wear a face mask if there is a requirement for mandatory face masks to be worn indoors or if you are unable to maintain 1.5 m from other meeting participants.
- Utilise online meeting tools (MS Teams, Zoom) to reduce number of participants required in person.
- Avoid shaking hands or sharing equipment (pens, keyboard, etc.)
- Minimise the duration of face to face meetings as much as reasonably practicable.
- Wipe down the meeting table and any shared equipment (keyboard, mouse, microphone) between meetings or between users.
Resources

- Queensland Government - How to Protect Yourself from COVID-19
- Queensland Public Health Directions
- UQ COVID Advice - Staff and Researchers - Working on Campus