



Safety Note

Updated: 6 July 2020

Meeting protocols to manage the risk of COVID-19 transmission.

Organisers and participants of meetings must consider the potential risk of COVID-19 transmission during meetings and implement appropriate mitigation strategies. Organisers must:

- (a) Minimise risk of transmission between meeting participants by ensuring compliance with physical distancing requirements, and
- (b) Separate people in face-to-face meetings who are critical to operations due to their role, skill base, authority, or decision-making powers.

General Principles

- Stay home if you feel unwell, are waiting COVID-19 test results or have directed to self-isolate.
- Practice physical distancing by:
 - Keeping a distance of at least 1.5 metres between people to the extent possible. Avoid overcrowding meeting spaces.
 - Utilise technology to meet where complying with physical distancing requirements is not possible.
- Ensure impeccable personal hygiene practices. Simple hygiene practices, such as frequent washing of hands with soap and water or using hand sanitiser, avoiding touching your face, and disposing of tissues in the bin immediately, can help prevent the spread of COVID-19 and other respiratory infections.
- Staff and students who are vulnerable populations are encouraged to use videoconferencing technology, or seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of returning to the university environment.
- Wherever possible, avoid unnecessary close contact with others.
- Australian Department of Health recommends downloading the COVIDSafe app.

Recommendations / Actions for consideration

- Strategies must be in place to apply physical distancing and good hygiene practices for in-person meetings, including,
 - Minimise the number of people physically in attendance.
 - Select a meeting space that is large enough to ensure 1.5m between each person. Consider creating space between seated areas i.e. leave spare seats between participants.
 - Consider alternatives to meeting in person such as meeting online via [Zoom](#) or teleconference.



- Consider meeting outside in open spaces to ensure physical distancing can be maintained.
- Reconsider the concurrent attendance of multiple staff from core skill groups at the same event to preserve the continuity of critical functions.
- Keep face to face meetings as short as possible.
- Avoid sharing equipment such as pens, keyboards, tabletops etc. Disinfect any shared equipment between users.
- Clean shared high touch surfaces regularly.
- Provide and promote use of hand sanitisers for use on entry/exit, and provide suitable rubbish bins, with frequent cleaning and waste disposal.
- It is essential to practice impeccable hand and respiratory hygiene. Avoid touching your face with your hands. Avoid handshaking and other physical greetings.
- Keep record of attendance, preferably electronic via calendar invitation list or in meeting minutes.
- Remember – you should not be at work if you feel unwell or are waiting for COVID-19 test results.

Resource and links

[WHS Qld - Coronavirus \(COVID-19\) workplace risk management](#)

[Qld Health – Social Distancing](#)

[WHO – Getting your workplaces ready for COVID-19](#)

Chief Health Officer public health directions - <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>