

UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance

Overview

This document provides guidance for UBC departments holding essential meetings and/or trainings that cannot be held electronically or remotely. This guidance must be followed to prevent and control the spread of infectious agents such as SARS-CoV-2, which causes COVID-19.

Throughout the current COVID-19 global outbreak UBC has taken direction on infection prevention from the Provincial Health Officer, the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how we can best prevent the spread of COVID-19.

Visit ubc.ca/covid19 for more information about UBC's response to COVID-19, including frequently asked questions.

Is this in-person meeting/training essential?

Essential Services may require in-person training sessions or meetings 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 totalⁱ, 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 requirements.

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, meeting organizer must arrange to have equipment cleaned and disinfected. Ensure that cleaning and disinfecting of all high-touch surfaces are included.

Advice on Meetings or Trainings at UBC

If you have any questions or require advice about Meetings or Trainings at UBC, please contact Safety & Risk Services by emailing ready.ubc@ubc.ca.

ⁱ By [order of the Provincial Health Officer – March 16th, 2020](#).