



COVID-19 Meeting Protocol

BEFORE the meeting

The organiser will:

- confirm that a face-to-face meeting or event is required:
 - Could it be replaced by a teleconference or online event?
 - Could the meeting be scaled down so that fewer people attend?
- obtain attendees' contact details including name, mobile telephone number and email address prior to the meeting;
- advise participants in advance that if they have any symptoms or feel unwell, they must not attend;
- advise participants in advance that they must not attend if they are travelling from a known hotspot for the meeting;
- pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants; and
- state clearly that their details will only be shared with local public health authorities if any participant becomes ill with a suspected infection.

DURING the meeting

Council has ensured COVID-19 physical distancing and hygiene measures are in place to make this meeting safe for participants.

We require all meeting attendees to:

- say hello without touching then remain 1.5m apart;
- sit in seating as marked so that participants are at least 1.5m apart and observe limits of numbers permitted in the meeting room;
- not share catering;
- undertake regular handwashing or use hand sanitiser during the meeting;
- use alcohol wipes to clean surfaces or shared equipment (e.g. keyboard);
- cover their face with the bended elbow or a tissue if coughing or sneezing; and
- call for advice or give information via the Coronavirus helpline 1800 080 200 if required.

We will:

- open windows and doors whenever possible to make sure the room is well ventilated;
- ensure any catering is individually wrapped or presented; and
- provide alcohol wipes, tissues, hand sanitiser, disposal bins, hand washing facilities and behavioural signage to assist you to remain compliant with COVID-19 measures for physical distancing and hygiene.

AFTER the meeting

The organiser will:

- retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event;
- destroy this personal information after one (1) month;
- if someone at the meeting is later isolated as a suspected COVID-19 case, we will let all participants know so they can monitor themselves for symptoms for 14 days and follow advice from health authorities; and
- thank all participants for their cooperation with the provisions in place.