

BRIEFING NOTE

How to Run Safe In-Person Meetings and Workshops in the Time of COVID-19



A. TRAVEL AND LOGISTICS PLANNING

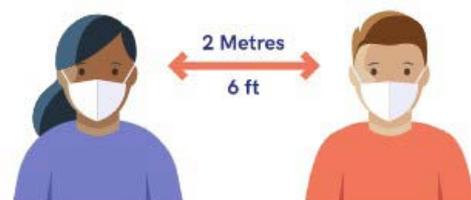
In-person trainings or meetings should be conducted **only when remote/virtual trainings or meetings are not feasible.**

- Be selective about in-person trainings or meetings and invite only essential personnel; proceed only when specific issues cannot be addressed remotely.
- Avoid trainings or meetings that require people to travel across national, district or provincial borders.
- If it is not possible for participants to avoid public transportation, remind them to take precautions while in transit: wear a mask; limit contact with other people and objects; wash and sanitize hands frequently; and maintain a distance of at least 2m from other people if possible.
- Host the training or meeting outdoors if possible.
- Limit group size. Split large groups into smaller cohorts.
- If lodging is required, provide single rooms for participants.
- Request that training or meeting participants avoid socializing with one another or with the community (e.g., going out to restaurants, bars, etc.); encourage physical distancing and wearing face masks.



B. VENUE

- Select a venue with numerous windows that can be opened to ensure good air flow in the space (avoid air conditioning). Avoid venues with few windows.
- Set up the training or meeting venue ahead of time with labeled seating areas.



- Chairs or benches should be spaced at least 2 meters apart.
- Make markings on the floor and/or in the benches (using tape, chalk, etc.) to indicate 2-meter distances anywhere that people will wait, queue or assemble.
- Limit the number of people in vehicles used for transportation; keep windows open in the vehicle, if possible.
- Make sure everyone wears a mask in the vehicle, including the driver.



C. ESTABLISH NORMS AND PROCEDURES

- Provide guidelines/requirements to participants in advance of trainings or meetings so they know what to expect.
- Remind the participants to not come to the training or the meeting if they have COVID-19-related symptoms.
- Display health advisories with visual cues/reminders.
- Ask attendees to commit to a safety code of conduct.
- Start each day with a reminder of expectations/rules.
- Don't take group pictures of the participants.



D. SYMPTOM AND FEVER SCREENING

People with potential symptoms of **COVID-19 should self-isolate, wear a mask and seek medical care if necessary.**

- Screen each participant for symptoms each morning, using a standard checklist (*see Annex*).
- Use a no-touch thermometer for fever screening.
- Ensure that the thermometer is functional/calibrated each day.
- Make sure to budget time for symptom screening.
- Ask attendees about health status in post-event surveys to monitor for disease transmission so participants can be notified in case anyone falls ill.
- Prepare event attendee data in case an outbreak occurs; the local health authority may need to ask for this information for contact tracing.

- Valuable data can include: age, address, mobile phone, names of people in the household, a family member’s mobile phone in case attendee cannot answer phone, chronic diseases (attendee or members of attendee’s household), other training participants with whom the attendee was in close contact, transit cities on the way to the event.
- Encourage participants to self-report and get tested if they develop symptoms during or after the training or meeting.



E. FACILITATION

- Develop individual activities; use group activities only when essential and possible while respecting physical distancing parameters.
- Tools and equipment (e.g., pens, computers, phones, microphones) should not be passed around to participants. Where this is not practical, the trainer must disinfect the tools and equipment after each participant’s use.



F. RESPIRATORY ETIQUETTE

- Provide 1 mask/face covering per person per meeting or per day of training.
- Provide disposable tissues with alcohol-based hand rub nearby. Observe hand hygiene after using a tissue (see “Hand and Face Hygiene” section below).
- Provide covered trash receptacles throughout the venue.
- Post signage with visual cues/reminders about coughing etiquette.



G. HAND AND FACE HYGIENE

- Provide hand hygiene stations throughout the training or meeting venue (entrance, hall, toilets, etc.).
- Encourage frequent use of the hygiene stations, including upon entry into the training or meeting venue.
- Hygiene stations can be foot pump operated or sensor operated; stations with alcohol-based handrub.
- Provide signage reminding participants to avoid touching their masks, eyes, noses and mouths.
- Provide signage reminding participants to dispose of used tissues and wash hands after coughing or sneezing.



H. ENVIRONMENTAL CLEANLINESS

Clean surfaces and high-touch areas multiple times a day.

- Confirm cleaning arrangements with the venue in advance. Make sure sufficient staff and supplies are available and that they use appropriate disinfectant solutions.
- High-touch surfaces, including bathrooms, door handles, tables and vehicles should be cleaned at least twice daily and when visibly soiled.
- Ensure that windows are kept open to maintain good air flow in the space.
- Limit contact with surfaces when possible (e.g., by propping open doors).



I. MEALS AND BREAKS

Serve pre-packaged individual meals.

- Ensure that breaks are staggered to limit congregation.
- Use disposable single-use plates and utensils and single-use water bottles (cross contamination is common through water bottles).
- Each participant should have a designated and labeled personal drinking glass/ mug.
- All food should be pre-packaged as “takeaway”; no shared platters or serving utensils.
- Limit the number of people preparing and serving meals; ensure that meal preparation staff are screened for signs of illness, follow the all hygiene guidelines and wear a mask.
- Consider using individually-wrapped food instead of open buffets.
- If using buffets, ensure that there are splash and sneeze guards or other food safety measures in place.
- Avoid dishes that are shared, such as dips and vegetables.

COVID-19: Self-Declaration by Participant/Trainer

Date (yyyy/mm/dd):	Time:
Name (Last, First):	Training or Meeting Location:
Organization (if applicable):	Meeting Organizer or Trainer Name :

If you answer **YES** to any of these questions, **notify the trainer or the meeting organizer immediately.**

- Are you feeling ill? Yes No
- Are you exhibiting any of the following symptoms?
 Fever Cough Loss of smell or taste
 Body aches Headache Shortness of breath
 Sore throat Runny nose Tiredness
- Have you travelled outside of _____ in the last 14 days?
 Yes No
If yes, which province or country(s): _____
Travel Dates (Departure): _____ (Return): _____
- Has anyone in your household been quarantined or identified as a COVID-19 confirmed or suspected case?
 Yes No
- To your knowledge, have you been exposed to anyone who has been quarantined or identified as a COVID-19 confirmed or suspected case?
 Yes No
Please describe: _____
- During the course of this session, I agree to:
 - Respect physical distancing (2 meters/6 feet)
 - Wear a mask when working or socializing with the local community or my colleagues
 - Wash my hands frequently and thoroughly
 - Respect all rules regarding touching surfaces, objects and food

I acknowledge and confirm all the above information and that I am not experiencing any of the above symptoms, and agree to report to the trainer immediately if symptoms occur.

Signature: _____