

Planning a Meeting

Prior to meeting:

- A meeting invitation may encourage people to:
 - » be up to date with [COVID vaccines](#).
 - » check for symptoms before they come and not attend in person if they have even mild symptoms.
 - » encourage people to consider their [individual risk](#) and wear a mask if they or those they care for are vulnerable.
 - » attend in person or virtually. Offer a link or phone number for people who are symptomatic, or unable to come for other reasons so they are still able to participate.

Share what you are planning for the meeting so people know what to expect when they get there and feel more comfortable with what the set up will be at the meeting.

Meeting site suggestions:

- Post a sign with [COVID-19 symptoms](#) at the entrance and ask people not to enter if they have a symptom(s).
- Use a large room with plenty of space for participants to spread out and consider events outdoors where possible.
- If indoors, select a location where the ventilation system has been properly maintained with HEPA filters and where windows can be opened.
 - » Set up chairs and tables to allow for physical distancing.
 - » Provide a microphone if in larger space.
 - » Spread out food and beverage tables to allow for physical distancing. You can use the [Physical Distancing Sign](#).
 - » Have hand sanitizer readily available.
 - » Make it clear that mask wearing is encouraged for those who feel at risk or who interact or care for people who are at risk.
- Consider keeping track of who is in attendance in case someone tests COVID-19 positive and was infectious while at the meeting. If this happens you can share the following [information](#) with those who attended so they know how to proceed with testing and isolation.
- Provide virtual options to help reduce crowding and ensure more participation. If alternative virtual options are always included in a meeting, it will be open for more people in a variety of situations to attend.

Please note: some organizations may have meeting guidelines that their staff need to follow in order to attend.