

# UBC COVID-19

## Required In-person Meetings/Trainings/Learning Guidance

### Overview

This document provides guidance for UBC units holding required meetings, trainings, or learning that cannot be held 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](http://ubc.ca/covid19) for more information about UBC's response to COVID-19, including frequently asked questions.

### Is this in-person meeting/training required?

Delivery of services may require in-person sessions or meetings to facilitate university activities

#### If it is Required:

- Remind 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.
- Ensure activities are part of an approved COVID-19 Safety Plan.

### Physical Distancing

- In-person meetings/training or learning may proceed only if 2 metres between participants can be ensured. If 2 metres cannot be maintained between participants, either a larger space, more than one session, or other control mechanisms need to be detailed in an approved COVID-19 Safety Plan.
- Ensure participants maintain 2 metres throughout the session, by limiting seating usage and 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

The cleaning service level varies by usage, reach out to your local campus and site contact to understand their service provision levels.

- Users are recommended to supplement the regular cleaning, as needed, by wiping down surfaces prior to use. It is especially important for frequently booked meeting rooms.
- Users are expected to perform frequent hand hygiene with sanitizer or at hand wash sinks.

### 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](mailto:ready.ubc@ubc.ca).