

Executive Board Meeting Protocol

Guidance for **participants** holding meetings during the COVID-19 pandemic.

Last update: March 3, 2021

BACKGROUND

Coronaviruses are a large family of respiratory viruses. Some cause less severe disease, such as the common cold, and others more severe disease, such as severe acute respiratory syndrome (SARS). The current coronavirus pandemic is still ongoing; it is passed from human to human primarily by asymptomatic and symptomatic (micro-)droplet spread.

PREVENTION AND GENERAL PRECAUTIONS

Influenza might be an additional risk factor for meeting attendees in the autumn/winter season. General tips on how to reduce risks of contracting COVID-19, influenza or any of the respiratory viruses are listed below:

1. Avoid being exposed to respiratory viruses.

- Avoid close contact with people who are ill with fever, cough, or respiratory symptoms.
- Wash or sanitize your hands frequently — this is one of the most effective measures.

2. Avoid spreading respiratory viruses if you are unwell.

- Stay at home or in your accommodation if you become unwell, develop a fever, or have other respiratory symptoms. Seek medical care but first call ahead.
- Maintain your distance from others — at least 6 feet.
- Cover your mouth and nose with a disposable tissue when coughing or sneezing and use the nearest waste receptacle to dispose of the tissue after use. If you do not have a disposable tissue, cough, or sneeze into your elbow.
- Wear a mask when required.
- Wash or sanitize your hands frequently — especially after coughing, before preparing food or eating, after toilet use, after contact with ill persons, or during exposure to high traffic public areas.

3. Be prepared to provide your contact details as part of the contact tracing.

- For this purpose, participants will need to provide their contact details.
- Contact tracing information is confidential, and the LRE will not use it for any other purpose.

HEALTHCARE FOR MEETING PARTICIPANTS

If you have respiratory illness, acute or severe symptoms suggestive of COVID-19, such as fever, cough, or respiratory symptoms You are advised to seek care from a healthcare provider. In the event of a close contact with a confirmed case or cared for someone with COVID-19, you may be considered a suspected COVID-19 case and should self-quarantine and report to the meeting organizer.

For all other medical issues: You can go either to a local urgent care clinic or, for an emergency.

SPECIFIC MEASURES FOR MEETINGS

Fundamental rules for meetings:

A distance of at least 6 feet from other people **must be maintained** at meetings. If this distance cannot be maintained due to seating arrangements, every second seat must remain vacant, unless the risk of infection can be minimized by other suitable protective measures.

Masks must be worn in all common spaces as well as during the meeting.

Fitted nose-mouth coverings/masks rather than face shields/visors must be worn. This is because new scientific evidence shows better reduction of droplets and aerosols when wearing a mask or a nose-mouth covering made from fabric compared to face shields/visors.

A mask or a nose-mouth covering must be worn by all participants even when they are sitting in their seats. A distance of at least 6 feet from other people must be maintained at all times during meetings.

BEFORE THE MEETING

You should:

- Be aware of the signs and symptoms of respiratory illness and how to manage it.
- Ensure you have a face mask or nose-mouth coverings. A face mask or other nose-mouth covering must also be worn when entering, leaving or moving inside a meeting room; you have to wear it also when seated.
- Check Temperature prior to entering the meeting room.
- Complete COVID questionnaire prior to attending the meeting.

DURING THE MEETING

You should:

- NOT attend the meeting if you feel unwell. If symptoms and circumstances, as described above, indicate that you may be considered a suspected COVID-19 case you should self-quarantine and inform the meeting organizer.
- Follow the implemented preventive measures for the meeting (including wearing masks/nose-mouth cover as required, handwashing and cough etiquette).
- Avoid meeting in groups between sessions (e.g. coffee breaks, close contact risk scenarios). Fill in a sign-in sheet provided at your seat and record your full name; contact information and the date and time period you occupied that seat.
- Please note that no food and beverages are allowed to be served at the meeting except of designated areas.

AFTER THE MEETING

You should:

- Inform the meeting organizer immediately if you are confirmed by health authorities to have COVID-19 or if you are placed in quarantine within 14 days of the meeting, so that necessary contact tracing in association with a COVID-19 case may be carried out.

FAQs FOR MEETING PARTICIPANTS

I have an important role or presentation to make but I am feeling unwell. What should I do?

You should not attend the meeting. Contact the organizers to inform them about your situation as soon as possible.

Another participant is coughing and feeling unwell. What should I do?

The first step is to keep the appropriate distance. Encourage the person to wear a nose-mouth covering or medical mask and to seek advice from a healthcare provider.

Another participant is coughing and feeling unwell AND I am aware that they have been in contact with a confirmed positive COVID-19 case or have a loss of taste and smell. What should I do?

The person should NOT be on the premises.

In the event you should be 'quarantined', what does this mean?

This means, you should:

- Avoid any contacts (stay in their accommodation and at least 6 feet away from others).
- Minimize the spread of the virus by covering coughs, cleaning surfaces, and washing or sanitizing their hands regularly and wearing a mask if required.
- Seek health advice by phone first before seeing a healthcare provider in person.

The quarantine period for identified close contacts is normally for ten.

Will hand sanitizers be available?

Organizers should contact Facilities Management Services to ensure that hand sanitizers are available.

Should I bring and wear my own face masks?

Yes. Face masks will not be provided. A face mask or other nose- mouth covering must also be worn when entering, leaving, moving inside, or being seated in a meeting room.