

# Guidance for meeting room use during COVID-19

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Please fully consider if a face-to-face group meeting is essential. If the meeting can be conducted using Microsoft Teams, from an infection control perspective this will be the safer option.

If a face-to-face group meeting is the necessary option please follow the guidance below to facilitate the safety of all staff.

- Please ensure that the meeting room is of adequate size to accommodate the people invited to the meeting and that the 2-metre distancing guidance is strictly adhered to at all times including waiting to enter the room and leaving the room
- Please ensure that wipes/cleaning materials are available in meeting rooms at all times
- Please wipe tables and office equipment before each changeover of personnel
- Please ensure that windows are open allowing good ventilation
- Please ensure that any cups or waste are removed from the room before you vacate it