



GUIDELINES FOR HOLDING MEETINGS AT SBSA

1.0. Introduction

As educational institutions resumed operation there is need to relook at our professional practices in light of the COVID-19 pandemic. Therefore certain adjustments have to be undertaken when meetings are being held. The Ministry of Education and Human Resource Development (MEHRD) in collaboration with the Department of Health has therefore, come up with the following guidelines that all institutions should abide to when conducting meetings.

VERY IMPORTANT: Call for meetings **ONLY** when it is necessary, use other communication devices to send out messages to parents and other partners.

2.0. Preparation to be done before the Meeting

- Follow up on advice from the Health authorities.
- Decide which type of meeting is best face-to-face or online event.
- Decide on the number of attendees.
- Check how safe the place is where the meeting is to be held.
- Prepare a plan to prevent infection at the meeting.
- Ensure that sufficient supplies and materials are available for all participants (tissues/ hand sanitizers etc...)
- Ensure that all participants provide their contact details, addresses, health status etc... prior to the meeting.
- Identify a room or area, where someone can be isolated in case of illness.
- Plan on how a sick person can be transferred to health facility.

3.0. During the Meeting

- Build participants trust through a short display of how to greet without holding hands or touching.
- Displays dispensers of hand sanitizers and tissues prominently around the room.

- Ensure that participants are seated well apart – at least one meter.
- Ensure that the room is well ventilated.
- Ensure that the meeting is as short as possible- discuss main issues only.
- Ensure that participants use their devices; pens; papers etc...
- Ensure that no sharing of food is undertaken in communal plates –such as sandwiches in one large plate.

4.0. After the Meeting

- Thank the participants for coming, for their cooperation with the provisions in place.
- Disinfect the place includes all surfaces.
- Retain the names and contact details of all participants for at least one month, in case they are needed for contact tracing later on.

5.0. Other suggested tips

- Refrain from shaking hands.
- Ask participants to bring their own cup, if you do have enough to provide.
- Keep a safe distance from each other.
- Shorten the meeting time.
- Open windows for ventilation.
- Avoid having meetings with large group of people.
- If possible conduct video conferencing (through platforms such as zoom or Google meet) whereby participants do not need to be physically present at a given venue.