

## Coronavirus (COVID-19)

# Meeting Room Procedure

### **Before Using:**

- Consider meeting virtually by phone or video conferencing
- Consider meeting outside in the car park

### **If there is no alternative to using this room:**

### **Prior to using:**

- Book in advance through the McSence general office.
- Meeting organiser to record all people present and how they can be contacted for tracing purposes.
- Wash your hands before entering and on leaving.

### **While using:**

- Use hand sanitiser provided.
- Maintain social distancing rules.
- Stick to maximum occupancy as stated on door.
- Keep meetings as short as possible.
- Do not share equipment such as pens etc.

### **Refreshments:**

- Do not take in or share food.
- Use only your own drinking utensils or use disposable materials as provided.

### **When leaving:**

- Wipe down all hard surfaces with antiseptic wipes provided.
- Remove all documents, equipment, disposable materials or rubbish before leaving.