**Town of Chapel Hill**

**Staff Meeting and Training Guidance**

**during the COVID Pandemic**

April 30, 2021

**The Town continues to require 6’ social distancing and wearing masks**

**any time 2 or more employees are together inside or outside.**

**Indoor Meetings or Trainings:**

1. You may have an indoor meeting if the meeting area accommodates all current State and Local gathering requirements. Current guidelines can be found here: <https://covid19.ncdhhs.gov/information/business/businesses-and-employers>.
2. Departments should share safety plans with EOC Operations at least one week in advance if more than 30 people are expected to attend the meeting or training.

Safety Guidelines:

* Open a window or door to the outside when possible,
* Limit meetings to the shortest amount of time,
* Maintain space between participants for the entire meeting,
* No eating or drinking during meetings (masks on!), and
* Save any prepackaged “to-go” items for the end of the meeting.

**Outdoor Meetings or Trainings:**

1. Outdoor meetings that follow these guidelines may be held outside a building or in an acceptable space.
   1. **Acceptable** outdoor spaces include: Garage bays with the door(s) rolled up, covered picnic shelters or tent canopies
   2. **Unacceptable** outdoor spaces include: Tents with two or more sides, spaces with other barriers/barricades on more than one side.
2. All meetings shall follow State and local current gathering requirements. Current guidelines can be found here: https://covid19.ncdhhs.gov/information/business/businesses-and-employers.
   * Contact EOC Ops or EOC Safety if you need help determining the gathering limit for the space you would like to use.
3. Departments should share safety plans with EOC Operations at least one week in advance if more than 30 people are expected to attend the meeting or training.

Safety Guidelines:

* **Everyone** wears a mask during the meeting unless they have a medical exception,
* Maintain space between participants for the entire meeting,
* Meetings should be limited to the shortest amount of time needed,
* No eating or drinking during meetings (masks on!), and
* Save any prepackaged “to-go” items for the end of the meeting.