

Covid-19 Control Measures for Use of Indoor Meeting Rooms

Consider outdoor or virtual meetings whenever possible. If it is essential to attend a meeting in person indoors, this should be conducted in accordance with the following guidelines.

Meeting Rooms

Adhere to the Government limit of 50 people in any indoor area from 29th June to 20th July.

Assess the number of people allowed in a meeting room in accordance with social distancing rules – by completing a risk assessment of the area. Maintain 2 metre social distance at all times (review in line with government guidance).

- Consider numbers for boardroom, theatre, tables, standing and other types of set up.
- Highlight assessed capacity on signage and do not exceed agreed capacity.
- Consider customising a larger room such as a hall for larger meetings or training.

At the beginning of every meeting or training session the meeting organiser should communicate relevant health and safety advice and provide details of control measures in place to attendees including self-responsibility.

Ensure signage is in place upon entry to rooms highlighting key Government advice in respect of Covid-19.

Ensure hand sanitiser is always available and replenished regularly (a fixed unit would be preferable on entry/exit of the meeting space).

Keep meeting rooms well ventilated during use ideally through open windows.

Avoid self-service tea/coffee breaks, condiments should be serviced in individual single use sachets.

Cleaning & Disinfection Protocol

Clean down room after use with attention to:

- Tables, chairs, door handles and light switches.
- Equipment such as laptops or watercoolers.
- Ensure cleaning equipment such as disinfectant wipes are readily available.

Other Considerations

Although face coverings are not mandatory strongly encourage their use where possible.

Have a stock of disposable masks available as back up.

The meeting organiser must maintain a record of attendees for contact tracing purposes.

Pay attention to individuals with special needs particularly those who may be classified as high risk in relation to Covid-19.

Keep meetings and training sessions as brief as possible and allow adequate time between different meetings for cleaning and ventilation.

For third party use and advice consult pg.25 on [Fáilte Irelands guidance on meetings & events](#)

Important Note:

This guidance should be used only in conjunction with a venue specific risk assessment. Under no circumstances should Covid-19 control measures compromise any existing Health & Safety measures.

Sample Sign:

