



In Person Office Meetings –Safety Guidelines/Best Practices

The following are safety protocols for indoor, in-person office meetings. In the event that an in-person office meeting must take place, follow the guidelines listed below:

- All faculty, staff, and students are encouraged to consider whether an office meeting is necessary versus a virtual alternative, such as Zoom (or other video teleconferencing solution), telephone, email, or other communication platform.
- It is highly recommended that office hours are conducted with one instructor and one student per office. To obtain this result, stagger the scheduled office hours between instructors in shared offices to prevent instructors offering office hours at the same time.
- Meeting participants shall continue to follow the latest SMC masking protocols. When community transmission is high or substantial, masks shall be worn at all times and properly cover the nose and mouth. Due to the size of offices and lack of potential physical distancing, KN95s or N95s are recommended. For additional protection, face shields are available which would be used in addition to proper masking, not in lieu of proper masking.
- Individual office meetings shall allow for proper social distancing. Physical social distancing of at least 3 feet is strongly recommended.
- Anyone who is symptomatic shall not attend any meetings and should leave campus immediately.
- Avoid shaking hands or sharing personal items (pens, keyboard, etc.)
- After the meeting, any equipment that is used by the student or visitor should be wiped down.