



Face-to-Face Meetings - Covid Safety Protocols

The following are safety protocols for internal in-person College meetings . Faculty, staff and students are encouraged to include virtual options when possible, to ensure that all participants can attend.

This Safety Protocol does not apply to any meeting subject to the Brown Act or other meetings that the public has the right to attend.

In the event that a meeting must take place face-to-face, the following mandatory guidelines on how to conduct face-to-face meetings must be followed to ensure the health and safety of each individual.

The recommended safe meeting protocols include:

- All faculty, staff, and students are encouraged to consider whether meetings, with in-person interaction, are necessary versus using virtual alternatives, such as Zoom (or other video conferencing solutions), telephone, email, or other communication platforms.
- Meeting spaces and all those utilizing such spaces, including attendees (whether internal or external), are required to abide by SMC safety protocols.
- An online option must be made available to attendees who are not required to be on campus.
- Meeting organizers are responsible for ensuring appropriate personal protective equipment is available.
- Meeting participants shall continue to follow the latest SMC mask protocols. Masks shall be worn at all times and cover the nose and mouth.
- Ensure appropriate physical distancing. Physical distancing of 3 feet between each participant is preferable when considering meeting layout and number of attendees. Larger meeting rooms than normal may be required.
- Anyone who is symptomatic should not attend any meetings.
- Wipe down the meeting table and any shared equipment (keyboard, mouse, microphone) between meetings or between users.
- Meeting spaces shall be sanitized after the meeting concludes. It is the responsibility of the meeting organizer to ensure the wiping down all surfaces after use.
- Staggering the meeting schedule to limit the number of people crossing paths.
- Food and beverages are only allowed outdoors.

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- No sharing of personal items. Avoid shaking hands or sharing equipment (pens, keyboard, etc.)
- Minimize the duration of face-to-face meetings as much as reasonably practicable.