

COVID-19 good practice advice for face-to-face meetings



Although the law has changed, it is important we all keep thinking about how the virus can be transmitted and the mitigating and preventing measures still in place to minimise transmission, particularly when we aim to organise indoor meetings.

The following considerations are in line with [Scottish Government guidance](#) (last updated 18th Oct 2021)

PRE- MEETING CONSIDERATIONS

- Consider voluntary limits on maximum capacity of your meeting hall. Physical distancing has been one of the most effective methods to protect ourselves and others from getting COVID-19; therefore, even though physical distancing regulations have been lifted, everyone should continue to keep a reasonable distance, especially in crowded indoor places.
- Organise your meeting and attendance permitted in base of your meeting hall maximum capacity to allow all to keep a reasonable distance from others where possible.
- Ensure that meeting areas and surfaces are cleaned before and after the meetings.
- Ensure that meeting areas are well ventilated.
- Advise your congregation – before coming to your meetings – to stay at home if they are unwell, even if they don't have COVID-19 symptoms as the individual may have an illness which could be passed onto other people. If they have developed COVID-19 symptoms (however mild), recommend stay at home – do not come to the meeting –, book a test via [NHS inform](#) and then follow the advice given based on the result.

CONSIDERATIONS AT THE MEETING

- Encourage all to keep a reasonable distance from others and to be considerate of others as some individuals may wish to take a more cautious approach.

- Encourage using [face coverings](#) in line with latest [Scottish Government guidance](#), particularly if indoors meeting don't allow a reasonable physical distance.
- Ensure that meeting areas are [well ventilated](#) and perhaps even consider using outside areas for breaks, where possible and appropriate.
- Ensure meeting attendees follow hand hygiene and cough/sneeze hygiene advice and ensure adequate facilities are available for all – perhaps provide hand sanitisers

