



DISTRICT MEETING UPDATES/REMINDERS

TO: All District Employees
FROM: Nicole Baker, Safety Manager
DATE: **December 4, 2020**
SUBJECT: District Meeting Updates/Reminders

Please review the following bullet points for clarification on the District's meeting guidelines.

- **For Business related meetings between branches:** These meetings shall be conducted virtually or via conference call. This will limit potential exposures between branches and limit the possible spread of CV 19 across the District.
- **For Business related meetings within departments or branches:** Please make every effort to conduct these meetings virtually or via conference call. However, if in-person meetings are required due to operational needs, please adhere to these guidelines:
 - Masks must be worn correctly and at all times.
 - Ensure the meeting space will allow for appropriate social distancing (greater than 6 feet at all times) and current occupancy limitations are adhered to.
- **Non-business related social gatherings:** Social gatherings such as birthday parties and holiday parties should only be attended in-person by staff who work at the physical location of the event. All in-person social gatherings must adhere to these guidelines:
 - No outside food (unless individually packaged), shared food, or potlucks allowed.
 - Only individuals within the same department or branch can attend the event.
 - Masks must be worn at all times and can only be removed while actively eating or drinking.
 - Ensure the meeting space will allow for appropriate social distancing (greater than 6 feet at all times) and current occupancy limitations must be adhered to.