

Protocols & Guidelines for Network Meetings

Meeting protocols

Attendee responsibilities

- If you are unwell or are in the high-risk category you are asked not to attend. A high-risk category includes older members and those more susceptible to respiratory conditions
- Must adhere to social distancing rules
- Must adhere to hygiene guidelines as outlined by the network facilitator
- No hugging or shaking of hands

Facilitator responsibilities

- Hand sanitiser must be readily available for all attendees and are to be used on entrance to the venue/meeting area
- Facilitators must obtain from all venues details of the size of the venue and the number of persons allowed in the specified meeting area to meet the density guidelines of 1 person per 4m² and to allow for the adherence to the 1.5m physical distancing guidelines – confirmation to be provided to ICB prior to the meeting being held
- Reinforce physical distancing regulations 1.5m apart and remind attendees of the physical distancing and hygiene requirements at the start of each meeting.

Network Facilitator and Attendee hygiene

All network facilitators and attendees are required to practice good hygiene while at the network meetings.

Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and drying them with clean paper towel. Everyone must wash their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- when changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash hands.

Good hygiene also requires everyone at the workplace to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues and cigarette butts hygienically, e.g. in closed bins
- wash their hands before and after smoking a cigarette
- clean and disinfect shared equipment and plant after use
- wash body, hair (including facial hair) and clothes thoroughly every day, and
- have no intentional physical contact, for example, shaking hands and patting backs.