

COVID-19 SAFETY GUIDANCE FOR IN-PERSON MEETINGS

Meeting Protocols

Following the updated guidance released by the CDC, Goodwill Industries of Northwest NC will now allow all partner groups to conduct in-person meetings in our facilities where Goodwill employees will be in attendance. This change in policy reflects current state and federal guidance but we reserve the right to restrict meeting protocols if case levels increase to dangerous levels in the future. All meetings must follow the safety standards below.

Personnel Safety

To ensure the safety of all site employees, meeting attendees, and visitors, all meeting attendees should be instructed on the following safety parameters prior to attending any in-person meeting:

- Do not attend in-person meetings if you are not feeling well, have tested positive for COVID-19 in the last 5 days, or are running a fever.
- If you have tested positive for COVID-19 between 6-10 days prior, you must wear a well-fitting mask while inside the building.
- Please notify your direct manager if you test positive for COVID-19 within 24 hrs after the meeting.

Meeting Safety

The CDC has updated their current guidelines to remove all social distancing restrictions. To reflect this updated guidance, Goodwill has restored all meeting rooms to full capacity with no restrictions on seating arrangements.

Organizers of all in-person meetings must retain an attendance record for all who attend in person. This record should include each participant's full name and contact information. This record should be provided to the hosting Goodwill Dept at the conclusion of the meeting in case participants need to be contacted concerning an exposure event. This attendance record will be kept on file for 5 business days.

Food and beverages will now be allowed at all in-person meetings and not limited to prepared box lunches or prepackaged items. Event catering is allowed but all catering staff must supply contact information in case an exposure event needs to be reported.

Life Safety

To ensure all meeting attendees are aware of emergency procedures, the Goodwill meeting host will ensure that all the life safety information listed is covered prior to the start of any in-person meetings involving outside personnel or visitors.

- Identify all emergency exits associated with the meeting room(s) in case of fire or evacuation
- Provide directions to all lockdown/storm safety shelter spaces nearest the meeting room
- Highlight nearest accessible phones and front desk attendant in case a 911 emergency occurs

Once all information has been shared, the Goodwill meeting host should ensure that any attendee with special needs is provided the resources to follow all safety protocols if necessary. Report any deficiencies to a member of the Facilities Department.