



ANNEXURE 8.4

SITE MEETINGS PROCEDURE

Key considerations to prevent or reduce COVID-19 risks on construction sites meetings:

Before the meeting

The following should be exhausted:

- Develop and agree on preparedness plan to prevent infection at your meeting;
- Consider whether a face-to-face meeting is needed. Could it be replaced by a teleconference or online meeting;
- Could the meeting be scaled down so that fewer people attend?
- Pre-order sufficient supplies, including tissues and hand sanitizer for participants. Have face masks available to offer anyone who develops respiratory symptoms;
- Ensure that the boardroom is thoroughly cleaned and disinfected before the meeting including door and chair handles;
- Encourage attendants to bring their own pens to write notes or sign documentation;
- Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend;
- Make sure all organisers and participants at the meeting provide contact details: mobile telephone numbers, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they cannot attend the meeting;
- Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least: Identify a room or area on site where someone who is feeling unwell or has symptoms can be safely isolated;
- Develop a plan for how they can be safely transferred from there to a health facility;
- Include what to do in your plan if a meeting participant or project member tests positive for COVID-19 during or just after the meeting.

During the meeting

- All meeting organisers must ensure that health and safety briefing is held where they will provide information or a briefing, preferably both orally, on COVID-19 and the measures that organisers are taking to make the meeting safe for participants;
- Build trust. For example, as an icebreaker, practice ways to say hello without touching;
- Encourage regular hand-washing or use of hand sanitiser by all participants at the meeting;
- Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in;
- Encourage attendees to wear face masks during the meeting if possible;



- Provide contact details or a local health hotline contact number that participants can call for advice or to give information;
- Display dispensers of alcohol-based hand rub prominently around the construction site;
- Arrange seats so that participants are at least one (1) meter apart;
- Open windows and doors whenever possible to make sure the site meeting venue is well ventilated;
- If anyone starts to feel unwell, follow your site emergency preparedness plan and report to the Project Manager or Construction Manager;
- Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility;
- Thank all participants for their cooperation with the provisions in place.

After the meeting

- Retain the names and contact details of all participants in the health and safety file for the project duration. This will also help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the meeting;
- If someone at the meeting or event was isolated as a suspected COVID-19 case, the organiser should let all participants know this. They should be advised to quarantine and monitor themselves for symptoms for 14 days and take their temperature twice a day;
- If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also contact their healthcare provider or the local public health department, giving them details of their recent travel and symptoms;
- Meeting organisers must thank all the participants for their cooperation with the provisions in place;
- The boardroom must be cleaned and disinfected after the meeting.