

## **Guidelines on Essential Meetings**

**Videoconferencing** remains the **rule**.

**By way of exception, essential physical meetings** are allowed under the following conditions:

**All participants** in the meeting shall:

- (i) wash **hands before and after the meeting**;
- (ii) **remain seated** throughout the meeting keeping a **physical distance** of 1.5m (in Belgium) or 2m (in Luxembourg);
- (iii) wear a **facemask** that covers mouth and nose at all time (Exceptions to the latter rule are only possible for colleagues when they are speaking in a meeting, however, according to the Medical Service opinion it is advisable to wear a facemask at all time).

**Speakers** shall in principle stay in **one place**. In large meetings with multiple speakers alternating on the stand, speakers should wear a mask when moving around the room and there shall be as many seats as speakers on the stand.

If possible when booking a meeting room a time-interval of 30 minutes between the two meetings should be ensured

The following hygiene measures apply:

On each place around the meeting table, there will be a double-sided laminated sheet of paper (green side: clean, red side: not clean). Participants are requested to turn it over after the meeting.

For large/important meetings, meeting rooms can be cleaned before the meeting, **upon request to the Local proximity team** (subject to the availability of cleaning staff, depending on the demand. A time-interval before the meeting, that will enable the cleaning of the room is necessary).

Meeting rooms are cleaned daily. Disinfectant spray and paper towels can be obtained from each unit's secretariat if participants wish to clean further.

In Brussels, for large/important meetings, meeting rooms can be cleaned before the meeting, upon request to the Local proximity team (subject to the availability of cleaning staff, depending on the demand. A time-interval before the meeting, that will enable the cleaning of the room is necessary).

In Luxembourg, the conference rooms booked via OIL's conference service are cleaned after each meeting.