

February 7, 2023



Santa Monica Community College

Group Meetings - Safety Guidelines/Best Practices

The following are safety protocols for internal in-person College group meetings . Faculty, staff, and students are encouraged to include virtual options when possible, to ensure that all participants can attend.

This Safety Protocol does not apply to any meeting subject to the Brown Act or other meetings that the public has the right to attend.

In the event that a meeting must take place face-to-face, the following mandatory guidelines on how to conduct face-to-face meetings must be followed to ensure the health and safety of each individual.

The recommended safe meeting protocols include:

- All faculty, staff, and students are encouraged to consider whether meetings, with in-person interaction, are necessary versus using virtual alternatives, such as Zoom (or other video conferencing solutions), telephone, email, or other communication platforms.
- Meeting spaces and all those utilizing such spaces, including attendees (whether internal or external), are required to abide by SMC safety protocols.
- Meeting organizers are responsible for ensuring appropriate personal protective equipment is available.
- Meeting participants shall continue to follow the latest SMC masking protocols. When community transmission is high, masks shall be worn at all times and properly cover the nose and mouth.
- Ensuring appropriate physical distancing. Physical distancing of 3 feet between each participant is preferable when considering meeting layout and number of attendees. Larger meeting rooms than normal may be required.
- Anyone who is symptomatic should not attend any meetings.
- Meeting participants are encouraged to wipe down the meeting table and any shared equipment (keyboard, mouse, microphone) between meetings or between users.
- Meeting spaces shall be sanitized after the meeting concludes. It is the responsibility of the meeting organizer to ensure the wiping down all surfaces after use.
- Avoid shaking hands or sharing personal items (pens, keyboard, etc.)

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Food Service

Food and beverage service must comply with the requirements established by the LA County Department of Public Health [LAC | DPH | Food and Beverage Services \(lacounty.gov\)](https://www.lacounty.gov/health/food-and-beverage-services):

1. Self-service and staffed food service is allowed.
2. Provide sanitizer at all self-service locations.
3. Provide single use food grade gloves at self-service location for those individuals who would like added protection.
4. **When community transmission is HIGH:**
 - Masks are required while at the buffet plating food.
 - Masks are not required while actively eating.