

The Future of Meetings

In-person gatherings moving forward



Employees at **Sample Company** are like family, so it's understandable that your inclination upon returning to the office might be to gather together and catch up – maybe even share a meal or chat behind closed doors. Unfortunately, that may not be the safest course of action.

For starters, **Sample Company** is allowing employees to continue to work remotely as needed for the time being — especially if you are in an [at-risk group](#). Virtual meetings, calls and email are all tools we can use to stay in touch. Talk to your manager about specific work-from-home policies.

Since medical experts are still recommending avoiding large groups and maintaining social distancing practices, we are suspending all in-person meetings and company travel for the foreseeable future. Clients and vendors will not be allowed into **Sample Company's** building until further notice.

As such, all common meeting spaces within the office will be closed. Employees are encouraged to continue to hold meetings virtually using video-conferencing technology.



If you feel face-to-face is the only way to get across your messaging, please reach out to Human Resources for guidance. Make sure each attendee is spaced 6 feet apart, you are not meeting in an enclosed room, and everyone knows masks are welcome. You might even try sitting 6 feet apart outside.



Other things to consider when meeting in person include:

- Do not attend a meeting if you are [sick](#) or suspect you have been in recent contact with someone who is sick.
- Wear a [mask](#) or facial covering.
- [Wash](#) your hands.
- Avoid physical contact ([skip the handshake](#)).
- Cover your mouth and nose if you sneeze or cough.
- Do not share items such as serving utensils, pens and TV remotes.

If you need to travel for a meeting, please consult the Centers for Disease Control and Prevention's [guidelines](#).