



Central Office
Mampoi Road
Private Bag X870
Witsieshoek
9870
Tel: 058 713 6100
Fax: 058 713 6975
officeman.cent@malutitvet.co.za



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Protocol for Convening Meetings

1. BEFORE THE MEETING

- A plan to prevent infection at the meeting or event.
- Pre-order sufficient supplies and materials, including hand sanitizer for all participants.
- Have cloth masks available to offer everyone.
- Thermometer to affirm temperatures.
- Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.

1.1 Scenarios

- 1.1.1 a face-to-face meeting or event.
- 1.1.2 a teleconference or online event.
- 1.1.3 meeting or event be scaled down so that fewer people attend.

Make sure all organizers, participants, caterers and visitors at the event provide their contact details. Clearly explain 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 event or meeting.

2. DURING THE MEETING OR EVENT

2.1 GUIDELINES

- Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that you have taken to make this event safe for participants.
- Practice ways to say hello without touching.
- Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event.
- Remind participants to wear a cloth mask is mandatory.
- Remind participants to cover their mouth with a bend of their elbow when coughing or sneezing.
- Supply tissues and closed bins for disposal.
- Provide contact details or a health hotline number that participants can call for advice or to give information.
- Display dispensers of alcohol-based hand rub prominently around the venue.
- Arrange seats so that participants are at least 1.5 meters apart.
- Open windows and doors whenever possible to make sure the venue is well ventilated.

2.2 Should a person show symptoms during the meeting:

- Take the person to a sick bay.
- Complete a referral letter for them.
- Phone the local testing station.
- Establish a safe transport to transfer them from the venue to the testing station

3. AFTER THE MEETING

- 3.1 Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- 3.2 If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this discreetly to avoid stigma. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
- 3.3 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 (1.5 meters or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.