

## Guidance for Indoor In-Person Meetings when COVID-19 Community Level is LOW

### Overview

The purpose of this guidance document is to provide public health recommendations to governmental and private entities that desire to have in-person meetings when the Centers for Disease Control and Prevention (CDC) [COVID-19 Community Level](#) is classified as **LOW**. These recommendations are intended for organizers of an indoor in-person meeting to provide an environment that is as safe and healthy as possible when COVID-19 transmission (the number of COVID-19 cases per 100,000 people in the past 7 days) and associated impacts to hospitals (number of new COVID-19 admissions per 100,000 people in the last 7 days and the percent of staffed inpatient beds occupied by COVID-19 patients as a 7-day average) are classified by CDC as LOW.

Kitsap Public Health District is choosing to use the CDC COVID-19 Community Level metrics because it has become impossible and unrealistic to continue to rely primarily on COVID-19 disease transmission rates as a decision point due to the availability and high usage of over the counter (OTC) COVID-19 tests. With OTC tests, it has become impossible to calculate accurately what the real disease burden (i.e., disease rate) is in our community since the number of OTC tests performed and the number of negative and positive results from these tests are unknown.

Persons who are considered as high-risk for COVID-19 complications should strongly consider to not attend indoor meetings when the CDC Community Level is MEDIUM or HIGH, and take adequate precautions (e.g., avoiding crowded areas, staying distanced from others, and/or wearing an N95 face mask) when the community level is LOW.

### Recommendations

The following recommendations are offered as guidance and are not mandatory:

- Organize hybrid meetings. Provide an option for both in-person and remote/virtual attendance for participants and guests.

- Exclude symptomatic and COVID-19 positive individuals from attending in person. Persons who have tested positive for COVID-19 in the past 10 days, who have been in close contact with someone who has tested positive for COVID in the past 10 days and have not tested negative immediately preceding the meeting, or who are exhibiting symptoms suggestive of COVID should be excluded from attending indoor meetings in person.
- Use sign-in sheets to collect names and phone numbers of participants and guests. If a participant or guest reports becoming ill or testing positive after the meeting, meeting organizers can use the sign-in sheet information to notify attendees.
- Post signage outside the main entry doors. Post signs with rules or recommendations for meeting attendance outside the meeting room such as: symptom screening and exclusion; recommending testing if symptomatic; wearing of face masks; vaccination recommendations; use of sign-in sheet; etc.
- Provide face masks and hand sanitizer outside and inside the meeting room. Provide and recommend the use of personal protection supplies like face masks and hand sanitizer to aid people in being safe and to reduce disease transmission.
- Enhance ventilation and fresh air in-take. Open doors and windows to allow more fresh air to enter the room, increase air circulation and fresh air intake from HVAC systems or portable fans, employ HEPA air filters, etc., to dilute “used” air with fresh outdoor air.
- Facilitate social distancing in the meeting space. Separate or remove chairs to provide at least 3-feet of space between attendees and consider limiting or staggering attendance so the room does not become over-crowded.

Resources:

[Kitsap Public Health District](#)

[Washington State Department of Health](#)

[Centers for Disease Control and Prevention](#)