

## Guidelines for meetings and small events cancellation (COVID-19)

Last updated March 12, 2020



To limit the spread of COVID-19, Oregon Governor Kate Brown has issued a ban on any gatherings of 250 people or more. Metro events and meetings with expected attendance of 250 people or more have been canceled.

For events and meetings with fewer than 250 people, follow the guidelines below. This applies to Metro-sponsored activities after work hours. This is effective immediately through at least April 8, 2020.

Sample language to include in notifications is below.

Questions? Contact [covid-19@oregonmetro.gov](mailto:covid-19@oregonmetro.gov)

Type of meeting	Options
<b>Internal</b> Metro employees only Meeting topic not critical to operations	Meet virtually Postpone the meeting Cancel the meeting
<b>Internal, critical to operations</b> Metro employees only Meeting topic critical to operations	Meet virtually Meet in person, but implement these measures: <ul style="list-style-type: none"><li>• Social distancing between people at 6 feet or more</li><li>• Wash and sanitize hands regularly</li><li>• Sanitize surfaces before and after meeting</li></ul>
<b>External</b> Metro employees, and: partners and other members of the public Meeting topic not critical to operations	Meet virtually Postpone the meeting
<b>External, critical to operations</b> Metro employees, and: partners and other members of the public Meeting topic critical to operations	Meet virtually Meet in person, but implement these measures: <ul style="list-style-type: none"><li>• Social distancing between people at 6 feet or more</li><li>• Wash and sanitize hands regularly</li><li>• Sanitize surfaces before and after meeting</li></ul>
<b>Venue events fewer than 250 people</b>	Meet virtually Meet in person, but implement these measures: <ul style="list-style-type: none"><li>• Social distancing between people at 6 feet or more</li><li>• Wash and sanitize hands regularly</li><li>• Sanitize surfaces before and after event</li></ul>

### Sample language for external events

#### Meeting cancelled/postponed

*Metro is continuing to work closely with the Oregon Health Authority and local public health agencies. At this time we will be postponing/cancelling/rescheduling **MEETING INFORMATION***

*The health and safety of our employees and our community is our top priority. We are all navigating through an unprecedented situation and we will work together to ensure we reduce impacts on employees and our community during the COVID-19 response.*

*If you have any questions please contact XXX. We will reach out with more information as we have it.*

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### Meeting held virtually

Metro is continuing to work closely with the Oregon Health Authority and local public health agencies. At this time we will be changing **MEETING INFORMATION** to a conference call/virtual meeting.

<<insert meeting instructions>>

The health and safety of our employees and our community is our top priority. We are all navigating through an unprecedented situation and we will work together to ensure we reduce impacts employees and our community during the COVID-19 response.

If you have any questions please contact XXX if you have any questions.