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## Beyond Zoom – Ten Helpful Tips for Employers to Conduct In-Person Meetings

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**While most corporate meetings are still happening virtually, there are ways for employers to responsibly conduct in-person meetings. Below are ten tips to consider.**

1. Certification by all parties prior to the meeting that they are symptom-free (no cough, shortness of breath, fever in last 48 hours, new loss of taste or smell, etc.) and have not had recent close contact with anyone confirmed to have the COVID-19 virus.
2. For now, rather than meeting in an office (even if permitted by local or state orders) the safest bet is outdoor venues that are used only for meetings. At this time, we would recommend no restaurants because of the inability to wear a mask/face covering while eating and drinking.
3. All parties attending the meeting must wear a mask/face covering during the meeting. The face covering should fit snugly but comfortably against the side of the face, be over the mouth and nose, be secured with ties or ear loops, and include multiple layers of fabric if it is cloth.
4. Travel to the venue should be by car and single passenger only to limit exposure.
5. No contact or touching at any time (no hand shaking, hugging or kissing).
6. Hand washing/use of sanitizer before, during, and after the meeting.
7. No exchange of documents at the meeting, including business cards. If need be, email documents before the meeting. If using information during the meeting, participants should use their own laptops or other electronic devices.
8. Each participant should bring his/her own pens to the meeting to take notes.
9. Participants should sit at least six feet apart. If there is sensitive information being discussed and the participants are concerned about someone eavesdropping, maybe communicate this information electronically.
10. Recognize the challenges of participants needing to use public restrooms.

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