

MEMBERS' MEETING GUIDE TO CATER FOR COVID-19

- As per the MOI the Members' Meeting cannot be an electronic meeting
- Adhere to curfew in place from 22h00 - 04h00 as per the COVID-19 regulations
- Venue to be sanitised before the meeting as per the COVID-19 regulations
- Venue needs to be inspected before the meeting and signed off by the risk officer of the CID that it complies with COVID-19 regulations
- Proxies need to be obtained prior to the meeting to ensure a quorum as per the MOI
- Members to pre-book their seats failing which they may not be allowed to attend depending on the number of attendees allowed and available seats
- Not more than 50 attendees (Attendee numbers to include CID Departments staff members)
- Attendees need to print their own documents as prints will not be available at the meeting
- To ensure open and transparency the venue needs to be suitable to have a virtual meeting that can be streamed (Wi-Fi, projector, etc. to be supplied by CID NPC)
- No food and drinks allowed

ATTENDEES TO ADHERE TO THE FOLLOWING RULES *(perhaps display a notice at the entrance explaining the procedure):*

- All persons must have their hands sanitised on entering the venue
- All attendees to wear a mask
- Attendees must adhere to social distancing requirements during the meeting and if possible have one open chair between attendees
- All attendees to bring their own pen for signing of the attendance register

PLEASE NOTE: The above items may need to be altered should the COVID-19 level change.