



CUCS | Janian Medical Care COVID-19 (Coronavirus) UPDATE

PROTOCOL FOR MEETINGS, GROUP GATHERINGS, AND STAFF WHO SHARE AN OFFICE

This interim guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19). CUCS and Janian will update this interim guidance as needed and as additional information becomes available.

March 10, 2020

The New York City Department of Health and Mental Hygiene is advising organizations to avoid having large in person meetings and group gatherings. On March 8th Governor Cuomo held a press conference and encouraged organizations to take more stringent measures to help contain COVID-19 so that more draconian measures can be avoided later. He specifically recommended implementing initiatives to reduce close personal contact between staff members. Mayor De Blasio has also issued similar recommendations.

These city and state recommendations are meant to prevent or reduce the transmission of the virus from one person to another. It is much less effective to put measures in place after transmission has occurred.

For these reasons CUCS and Janian are suspending all meetings of over four individuals and all group gatherings. This includes in-service trainings, full staff and department meetings, meetings with external partners and agencies, and planned social events such as staff birthday celebrations.

- Meetings should be held via conference call. Free conference call options include:
 - Uber Conference: www.uberconference.com
 - Zoom: <https://zoom.us/meetings>
- Participation in external meetings of more than four people should be done via telephone.
- Meetings with four or less people can only be held if the meeting space can accommodate 6 feet of space between all people in the meeting, the recommendation for social distancing to prevent transmission of airborne respiratory illnesses.

In addition, staff members who share an office should arrange their desks to be as far apart as possible.