

## PHI Infrequent Meeting Guidance

### **Use this Guidance When:**

- The work cannot be conducted effectively using remote tools;
- There is a business need driving the in-person meeting (as determined by the department VP).
- Holding an in-person meeting with five or more people; and/or
- The meeting will include staff who are not currently reporting to the office.

### **Establishing the Meeting:**

- Gain key manager or above approval for all meeting attendees that are not normally reporting to the office.
- Reserve the space through Outlook.
  - Maximum room capacities have been updated in Outlook.
  - Add 30 minutes to the reservation on each side of the meeting to allow time for cleaning the conference room.

### **Preparing for the Meeting:**

- Verify masks are available for meeting attendees.
  - Buildings with staffed security guard stations have a small number of surgical masks for remote-enabled staff entering the building who may not have a company-issued mask.
  - As needed, for longer duration/multi-day meetings, use the manager re-entry PPE guidance to ensure that PPE is available for meeting attendees.
- Work with local food vendors to order food for the meeting, if needed. Food should be individually packaged, with disposable silverware provided. Do not order buffet style meals or food packaged in a manner that leads to sharing food from the same serving container/box.
- Communicate with meeting participants in advance to ensure they are aware of the self-screening process, PPE requirements, and any travel restrictions currently in place. (Current requirements/restrictions are posted on the [PHI re-entry website](#).)
  - Wear pandemic PPE while in conference rooms, even when social distancing.
  - Routinely wash your hands and use hand sanitizer.
  - Practice social distancing.

### **Day of the Meeting:**

- The meeting host should ensure someone will arrive before the start of the meeting to wipe down the surfaces in the conference room(s). Wipes will be provided in each the conference room.
- At the beginning of the meeting, reinforce the expectation that individuals should:
  - Not remove or sit in chairs marked with “do not use” signs.
  - Wear pandemic PPE while in the conference room, even when social distancing.
  - Review evacuation procedures.
  - Routinely wash your hands and use hand sanitizer.
  - Practice social distancing.
  - Avoid unnecessary interactions (i.e. do not pass/share paper/presentations).
  - Not close doors that have been propped open to minimize contact. Do not prop any doors open; propping some doors may be a fire code violation.
- Collect a list of individuals who attended the meeting and keep for two weeks; OHS may need to know meeting attendees for contact tracing purposes.
- The meeting host should ensure someone is staying after the end of the meeting to wipe down surfaces in the conference room with provided cleaning wipes.

## EU Re-entry for Infrequent Meeting Process

### Request Need to Re-enter

Provide details of the request for re-entry

- Use this process when asking Remote Workers to re-enter for a specific interaction during current phase (some participants may be phase 0 workers) and it is a group interaction of 5 or more (under 5 work directly with VP)
- Request details to include purpose, space needs, number of participants, travel needs, duration, date, locations and food considerations
- Description of request:

### Gain Approvals

Document approval/denial from Key Manager. Approval required by leadership of all participants. Ensure associated Vice Presidents are aware of entry prior to entry.

- Validate business purpose warrants re-entry
- Verify there is not another method to conduct business remotely effectively
- Determine if there are area/state specific Pandemic requirements to be considered in the decision (quarantine required after travel)
- Approval(s):

### Secure Facility Space

Actions for establishing community space for needed interactions

- Verified & reserved needed spaces with building owner in accordance with room/floor limitations
- Verify Pandemic PPE and cleaning supply availability
- Ensure safe practices for providing food and refreshments (if needed) are followed (HR-AC-961 and HR-AC-962)

### Prepare Participants

Actions for preparing participants

- Communicate to the participants the request for a team activity
- Provide safety orientation to participants before re-entry
- Validate employees have ability to return to a company location
- Provide any travel restrictions and safe practices to follow (HR-AC-98)

## EU Re-entry for Infrequent Meeting Process



When there is a business reason for having such a visit, employees shall be responsible for any visitors they either bring into a work location or that they sponsor to enter a work location.



Secured entry points to company facilities should maintain pandemic PPE to support visitors.



Where screening is required prior to entry, visitors shall be subject to screening. Employee shall ensure that their visitors complete the facility screening process where required or otherwise complete a pre-screening questionnaire and that visitors are aware of and follow all applicable pandemic guidelines.



Where staffed screening is not available, the Exelon employee sponsoring the visitor shall require the visitor to complete a pre-screening questionnaire. If there are any issues, OHS shall be contacted for further direction and the visitor shall be directed to leave the work location until OHS makes a determination that it is safe for them to return.