COVID-19 SAFETY FOR NAVFAC SOUTHEAST

CONFERENCE ROOM / MEETING ROOM PROCEDURES

LOW #’s
No more than ten people can be gathered in a room at one time.

PHYSICAL DISTANCE
Individuals must maintain 6 ft. of physical distance while in the room.
If this cannot be maintained, cloth masks are required.

DISINFECT
Disinfect all surfaces that were touched during the meeting; including chair arms, table tops, media equipment, etc.

ORGANIZER DUTIES
Meeting organizer is responsible for ensuring disinfecting procedures are followed, including the light switch and door handles.

STAY SAFE
STAY HEALTHY