

MEETING SAFELY

This document provides clarity for employees and volunteers about working safely during the corona pandemic. It also offers a handy checklist that makes working on location safe for everyone.

The document is based on the state of affairs at the time of publication and will be amended whenever new recommendations or measures are either added or discontinued and is intended as a tool to enable work to be performed safely. Everyone shares responsibility for preventing the spread of the virus as well as to be able to continue working safely on the other. We can only ensure the virus doesn't spread by working together, and also help make both organisers and participants feel safe. We assume that everyone will assume responsibility in complying with the guidelines in this protocol and actively engage in discussions about situations that make compliance difficult.

The guidelines in this document are based on the RIVM guidelines. This strategy ensures that the need to use personal protective equipment can remain at a minimum. In order to achieve this, measures should be taken to prevent contamination when working in an environment with a high risk of infection or when participants belonging to a high-risk group are present.

For meetings in rooms where no precautions have been taken or RIVM guidelines have been followed, extra caution should be taken (offices, lounges and other areas that are not designated as public space under the RIVM regulations). It is possible in specific cases to modify a situation to offer the option of using personal protective equipment (masks, gloves, etc.).

Occasion	Situation	Source approach	Organisational	Extra
General	All meetings and campaign activities	<ul style="list-style-type: none"> - Arrange for people to work from home if their position allows it. - Do not go to the workplace if you or a housemate are infected with COVID-19. - Do not go to work if you have cold symptoms. - Do not go to work if you have a housemate with a fever. 	<ul style="list-style-type: none"> - Do not shake hands. - Regularly wash hands with soap and/or use disinfectant gel with at least 70% alcohol, at least six times a day, and according to the instructions. Always wash hands before eating, after going to the toilet, after travelling on public transport and after cleaning. - Do not touch your face (or touch it as little as possible), sneeze/cough in your elbow, bring your own paper handkerchiefs and discard them after use. Wash your hands after these activities. - Keep a distance of 1.5 metres from others where possible. - Adjust work duties and set up the workplace accordingly. - In cases where the 1.5-metre rule cannot be followed, strictly observe the hygiene requirements in accordance with RIVM guidelines. - Clean rooms and surfaces regularly. If possible, disinfect objects using a 70% isopropyl alcohol wipe. - Do not share your work apparel, workstation or telephone with others. - Ventilate work and office space. 	All hygiene precautions

Occasion	Situation	Source approach	Organisational	Extra
<p>Indoor meetings (at own locations) By employees & volunteers</p>	<p>Several people at own location.</p>	<ul style="list-style-type: none"> - Limit time indoors whenever possible. Make sure to clean campaign materials regularly. - Employees/volunteers and participants will be provided with their own complete set of items to be able to work safely. 	<ul style="list-style-type: none"> - Post the rules and instructions in a visible location. - Set a maximum occupancy for the room so that the 1.5-metre distance can be maintained. - Also bear the 1.5-metre distance in mind when entering a room. - Provide a maximum occupancy indication per room. - Mark floor with tape indicating desired walking routes and possible bottlenecks. - Plenary announcements may be made to several different groups separately. - Instruct employees and participants in advance. - Make sure that the rooms are cleaned more often and that soap/disinfectant and disposable towels are available. <p>Disinfectant gel is available at each entrance to the building.</p>	<ul style="list-style-type: none"> - Work with a reservation system. - Ask the participants if they have any symptoms before they enter the room. Anyone with cold symptoms or a fever will not be able to participate. - Provide latex gloves.
<p>Outdoor meetings By employees & volunteers</p>	<p>Several people at an outdoor location</p>	<ul style="list-style-type: none"> - Employees/volunteers and participants will be provided with their own complete set of items to be able to work safely. - Employees/volunteers must keep a minimum distance of 1.5 metres from other people. - Disinfect campaign materials where necessary. - Avoid contact with vulnerable groups as much as possible. 	<ul style="list-style-type: none"> - Employees/volunteers must have a T-shirt (if necessary), hand sanitizer and disinfecting wipes with 70% alcohol. - People must be made aware of the risk of coming in contact with surfaces and how to handle this. - Campaigns must be contact-free; using QR codes is one option. 	<ul style="list-style-type: none"> - 70% alcohol wipes. - Hand sanitizer with 70% alcohol.

Occasion	Situation	Source approach	Organisational	Extra
Travel to location By employees & volunteers	Several people at the location.	<ul style="list-style-type: none"> - Only travel together if separate transport cannot be arranged. - Travel to the location on foot or by bike as much as possible. - When travelling by car: maximum of two occupants, with the passenger seated in the rear seat behind the front passenger seat. - You may travel by public transport as a last resort, but not during rush hour and only if the 1.5-metre rule can be observed. 	<ul style="list-style-type: none"> - Provide extra ventilation during travel by opening the window, weather permitting, or using the ventilation system. - Always sit in the same spot, either in the driver's seat or behind the front passenger seat. - Ensure optimal hygiene by cleaning the controls (steering wheel, gearstick, door handle, touchscreen, etc.) well and frequently and regularly disinfecting them with 70% alcohol wipes. - Ensure those using public transport have a mask. 	<ul style="list-style-type: none"> - Disposable gloves of any quality are sufficient for cleaning activities. - Mask.
Ater the meeting By employees & volunteers	Indoors and outdoors	<ul style="list-style-type: none"> - Limit time indoors whenever possible. - Ensure campaign materials, rooms and means of transport are cleaned. 		<ul style="list-style-type: none"> - Disposable gloves of any quality are sufficient for cleaning.

Locations and travel

What measures apply to the locations?

In principle, meetings and campaign activities may be organised. Holding events outdoors means a reduced risk of infection. The protocol provides tips on how to manage the risk of infection at other locations, such as indoors at someone's home, the Amnesty office, or other areas not subject to government guidelines such as catering establishments or public spaces such as theatres.

The following guidelines must be followed in these cases:

1. One person will be appointed as a corona monitor to oversee compliance for each meeting/campaign activity.
2. Keep a distance of 1.5 metres at all times. Adapt the meeting and set up the space or location to accommodate this rule.
3. Hygiene rules must be observed.
 - a. extra cleaning of toilets;
 - b. keep door handles clean, this also applies to door handles and steering wheels in cars.
 - c. clean materials destined for shared use. Cleaning alcohol of 70% (IPA) is suitable for disinfecting campaign materials (iPads, PCs, cars, project materials) and products.
4. Talk to each other about risky behavior and call anyone in violation to account. Take responsibility for yourself, colleagues and participants. Ask questions and report problems to your manager.

In the event of sickness and/or symptoms

When should employees/volunteers/participants stay at home?

1. Employees and volunteers should stay at home if they have cold symptoms, are coughing or have a sore throat or fever.
2. Employees and volunteers must stay at home if one of their housemates has a fever (until the housemate has been symptom-free for 24 hours).
3. If symptoms worsen (fever of more than 38 degrees Celsius and difficulty breathing), they should contact their general practitioner by telephone.

When should you go home?

Every organiser is expected to take responsibility for their own safety and health and that of others. Employees with cold symptoms, a fever or who are not complying with safety and precautionary measures will be sent home.

Contact with infected people

If someone has been in contact with a person infected with the COVID-19 virus and this has been confirmed, the following rules apply: The employee/volunteer must immediately stop their activities and avoid physical contact with participants and colleagues (respecting the 1.5-metre distance rule). The employee/volunteer must wash their hands immediately in following the [RIVM guidelines](#). The employee/volunteer must go home immediately and follow the RIVM protocol. This person may only resume participation in events if their test results are negative or after the end of the incubation period.

Communication and responsibility

The organisation will make the necessary documents available to enable the person responsible at each meeting to notify all employees and participants about the protocol. Groups will provide their own materials necessary to comply with the protocol (adhesive tape to mark off floors, disinfectant gel, gloves, etc.). The corona monitor, or person responsible for enforcing corona guidelines, reports back to the regional coordinator after each meeting. We would like to be informed if there are problems or if there are changes we can make to the protocol to improve it. If RIVM changes the rules and guidelines currently in force, the protocol will be adapted immediately.

Communication & toolkit

Organisers may order posters communicating the protocol that show the precautionary measures and QR codes for petitions:

Posters with an summary of measures to be posted at each entrance.

Posters with the handwashing instructions for all toilets and taps.

Rules for organizers.

Designated corona monitor at every meeting

First and foremost, everyone is responsible for complying with the rules. In order to be extra alert to this situation, one person will be present at each location to monitor compliance with this protocol. Prior to the meeting, this corona monitor will brief all employees/volunteers on the precautionary measures and the protocol. This person is familiar with the protocol and - if necessary - will call people to account at the location in the event of a violation of the rules.

Reporting

Communicate how the meeting went, talking about the things that went well and what could be improved. What can we do to ensure meetings and campaign activities run more smoothly? Please notify us of any incidents. Has someone been in contact with a contagious person or has doubts about this? Let us know. Activism leaders, volunteers and group members report to the responsible regional coordinator. For meetings and activities held at the national level, reports should be submitted to the responsible manager.

This document may be amended if the government's guidelines change or if there is a need on the part of the organisation to relax or step up the protocol for meetings and campaign activities.