



Holding In-Person Meetings Safely: A Guide for Following Cal/OSHA Emergency Temporary Standards

Effective July 06, 2021

Context and Purpose

With the COVID-19 health impacts improving both at PG&E and statewide, we are working to provide more opportunities for in-person activities to enhance team collaboration and engagement. We are continuing our commitment of remote work, where the work allows, as our standard approach through year end. However, these guidelines are for all coworkers and teams to conduct targeted meetings safely where they are important to hold in-person collaboration.

In this Document

- Guidance for determining when an in-person meeting is appropriate to hold
- How to book a meeting space
- Rules for conducting in-person meetings in compliance with health and safety rules

Guidance for determining when an in-person meeting is appropriate to hold

1. Would the meeting be **more effective in person than virtual**? “Effective” includes:

- A lot of discussion, co-creation required from most or all participants
- Interactive use of a whiteboard or other visual aids that are difficult to manage virtually
- In-person handling of equipment or other objects

Example supporting intent: Walkthrough of new equipment on site at Gas Control Center

Example not supporting intent: Discussion among 4-5 individuals to review project status

2. Is the meeting for an **essential business purpose**? “Essential business purpose” includes:

- Relates to the group’s core work, goals or emerging strategies
- Addresses an urgent or emergency situation
- In-person interview for final candidate for on-site roles

Example supporting intent: Gas team meeting to address new safety issue at a project site

Example not supporting intent: Team get-together to celebrate project completion

3. Will the meeting be **easily accessible**? “Easily accessible” includes:

- Site can be easily reached by public transportation AND personal car, so attendees have choice on how to travel
- Site is not an excessively long commuting distance for the employee, based on their pre-pandemic commute schedule

Example supporting intent: Meeting is in facility with employees who normally report there

Example not supporting intent: 2-hour commute for most attendees

How to book a meeting space

Booking indoor spaces at PG&E facilities: Approved locations (which may include conference or bull rooms) are identified here: [Approved Conference Rooms](#). Follow pre-COVID process to book conference rooms. Space in the General Office and at the San Ramon Valley Conference Center are unavailable.



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Rules for conducting in-person meetings in compliance with health and safety rules

Booking indoor or outdoor spaces at non-PG&E facilities: Use of off-site hotel space requires leadership approval and the expense will be borne by the group holding the meeting. Please inquire with the space to ensure any agency permitting or public safety requirements are met and completed prior to the meeting. Contact [PG&E Public Works Coordination Team](#) if permitting is necessary for your chosen site.

Setting up the meeting / Before the meeting

Leadership approval: All in-person collaboration and team building meetings—regardless of location—require **Director approval**. Meetings larger than **100 people** require **Officer approval**.

Number of attendees: The number of in-person attendees must be limited to the room capacity guidelines published by CRESS.

Access to Facilities: Meeting organizer and attendees will be responsible to ensure proper access to facilities in accordance to PG&E's standards. Please use [MyPhysicalAccess](#) as appropriate.

Health Screen: LiveSafe application must be completed (green check or check-plus received) by all in-person meeting participants prior to arrival. For indoor meetings, meeting organizer should check for green check or check-plus.

Accommodations for coworkers who wish to attend virtually

Virtual Option: For indoor in-person meetings, the meeting leader **must** provide a virtual option. For outdoor in-person meetings, a virtual option is not mandatory.

Attendance: Cannot mandate coworkers working remotely to attend meeting in person, regardless of whether the meeting is held indoors or outdoors.

During & After the meeting

Face Coverings: Must follow current face covering rules. Visit [our COVID-19 website](#) for [Guidance on face masks and PPE](#).

Duration: No restrictions on meeting duration, however time must be allotted for regular breaks where participants exit the room to allow it to air. Minimize meeting duration.

Food: Food may be provided at breaks. Follow current local guidance for distancing from one another while eating. Coworkers may bring their own bag lunches. Otherwise, food must be provided by a commercial caterer, restaurant, or be pre-packaged.

Cleaning: Meeting participants must wipe down high touch contact surfaces (such as desk surfaces, tools, equipment, or other shared materials) at the beginning of the meeting and if tools are shared during the meeting. At the conclusion of a meeting, the room must be left orderly and clear of personal effects for the next group that will use it.