

YNHHS Algorithm for Indoor and Outdoor Meetings

Background and Purpose:

- Face-to-face meetings are important, but COVID remains a threat.
- This algorithm is to be used by staff planning a meeting.

Creating a safer meeting:

- Virtual meetings remain preferred
- Masks must be worn
- Avoid food/drink
- Stay home if you have any signs or symptoms of a communicable infection

Follow these steps to plan your meeting:

1. Answer these questions;
 - a. Can a virtual meeting be successful? If yes, schedule a Zoom!
 - b. Can the meeting be successful without food/drinks?
 - c. Will the meeting be indoors or outdoors?
 - d. Will the meeting be in a room with fixed seating (e.g., auditorium, conference room, classroom) or in an open room/space where participants can move about (e.g., lobby, room without fixed seating)?
2. Determine how many persons can be in the space;
 - a. Measure the size of the space you'll be using. This can easily be done using a smart phone*
 - b. Calculate the size of the gathering area in square feet*
 - c. Divide by 25 to calculate the total (100%) capacity of the space
 - d. Use your answers to the questions in step 1 and the table to determine the maximum number of persons for the gathering

Gathering	Indoor		Outdoor	
	Fixed Seating	Open Space	Fixed Seating	Open Space
No food/drink	≤100%	≤75%	≤100%	≤100%
With food/drink	≤75%	≤50%	≤100%	≤75%

Social Gatherings:

- Social gatherings are events which do not have a patient care, operations, education, or research purpose. This algorithm is to be followed, in addition;
 - Participants who are not fully vaccinated must be tested for COVID and found negative within 3 days prior to the gathering.
 - If aerosol generating activities (e.g., singing, use of wind instruments) are planned, the gathering space capacity is limited to 50%. Performers may be unmasked while performing and are to be a minimum of 12 feet from the audience.
- Offsite events must follow state and CDC requirements
 - <https://www.cdc.gov/coronavirus/2019-ncov/your-health/gatherings.html>

Notes:

- For all events, persons should remain with 6 feet of distancing when possible
- Mask requirements:
 - Indoors, masks are required except when eating/drinking. To optimize the use of masks, food/drinks are discouraged.
 - Outdoors, masks may be required for some events
- Ensure waterless hand sanitizer is available for use
- Food/drinks are discouraged to optimize mask use
- Consider a hybrid event with a virtual option

***Calculating room occupancy: Guide & Example**

The 100% occupancy of a room is approximately 25 square feet per person and can be calculated by dividing the area of the room by 25. The area of a rectangular room is simply its width multiplied by its depth. These measurements can be easily estimated using your cell phone. (e.g., “Measure” app on the iPhone)

Steps:

1. Measure the width and depth of the room in feet.
2. Determine the area by multiplying the width times the depth.
3. Divide the area by 25. This is the 100% occupancy capacity of the space.

Example:

Let's say we are planning a meeting in a room which is 40 feet wide and 25 feet deep which does not have fixed seating, it is an open space. It is important that the meeting be in person and food/drinks will be served.

1. The room is measured to be 40 feet by 25 feet,
2. The area is 1,000 square feet (40 feet x 25 feet = 1,000 feet²)
3. 1,000 square feet divided by 25 square feet/person = 40 persons
4. Since the room is an open space without fixed seating, and food/drinks will be available, we are limited to 75% capacity (see table).
5. 75% of 40 is 30. This meeting in this space is limited to 30 persons.