

Virtual Work | Interim meeting guidance until return

New CDC guidance allows for vaccinated individuals to gather in small group settings. In support of current CDC guidance, we are providing guidance for limited team gatherings at several administrative campuses **starting May 1st** subject to additional state guidance. Providence will continuously monitor CDC and state guidance to confirm this interim guidance it is still appropriate therefore please be aware that we may need to amend the guidelines or cancel scheduled in-person meetings.

Onsite meeting guidance

- **Approval required:** Director or VP approval needed; CE or SVP approval required for meetings with more than 20 participants
- **Meeting purpose:** caregivers should only be onsite in a limited capacity as their role requires for in-person collaboration, connection and other sacred encounters.
- **Meeting logistics:**
 - Meetings should be of significant duration (~3 hours or more) to balance the benefit of in-person collaboration with the cost of commute time
 - Limit to only one meeting per conference room per day (allows for EVS team to clean nightly)
 - Max occupancy is 25% of the room's capacity.
 - Teams to limit meetings to one session every quarter
 - No food or catering
- **Inclusion:** Accommodations will be made for those unable to attend in person
- **Meeting Safety:**
 - Masking required regardless of vaccination status¹
 - Hand sanitizer will be provided
 - Cleaning supplies will be available
 - Signage enforcing safety guidance will be posted outside of the door and inside the room

REVIEW NEXT SLIDE FOR MORE
SPECIFIC CONFERENCE ROOM
INFORMATION

Virtual Work | Interim meeting guidance – conference rooms

This list applies to Phase 1 administrative buildings ONLY. Other administrative buildings not in phase 1 (not listed here) can use their existing conference rooms, following the same guidance and room limits. The Infection Disease Clinical Decision Team (ID CDT) is currently reviewing guidance for conference room use in the ministries and will be releasing those when ready.

Phase 1 Administrative buildings with available conference rooms

Location	Conference Room	Max Occupancy*
Renton – Gamelin 1	Vancouver A	12
Renton – Gamelin 1	Vancouver B	12
Renton – Gamelin 1	Vancouver C	12
Renton – Gamelin 1	Fairbanks	4
Renton – Gamelin 1	Sun Valley	4
Renton – Gamelin 1	Astoria	4
S. Cal - Park Place	Glaser (2 nd floor)	6
S. Cal - Park Place	Pierre (2 nd floor)	8
S. Cal - Park Place	Redwood (3 rd floor)	8
S. Cal - Park Place	Plains (3 rd floor)	8
S. Cal - Park Place	Desert (3 rd floor)	4
S. Cal - Park Place	Boardroom (4 th floor)	12

*Max occupancy is 25% of the room's fire code capacity limit.

Phase 1 administrative buildings not available for conference room meetings

Location
Redmond – Bear Creek (those participating in the pilot will have access)
Renton – Pariseau & Morin
Renton – Southgate 1
Renton – Southgate 2
Seattle – 800 Fifth
Seattle – Met Park
Spokane – Meadowwood
Portland – 1201 Lloyd
Portland – Lloyd Center Mall
Portland – Murray Business Center
Portland – POP 1 & 2
S. Cal – PJ Building

If caregivers are currently working in an administrative building and it's not listed here, they should use the building's conference rooms following the same guidance and room limits outlined in this document

Returning to travel| Interim guidance until full return

Travel guidance is not changing – continue with essential travel only. Caregivers are advised to adjust their approach to essential travel depending on whether they have been fully vaccinated or not.

Traveling and fully vaccinated?

Domestic travel – Fully vaccinated

- Fully vaccinated travelers should still follow CDC's recommendations for traveling safely including:
 - Wear a mask over your nose and mouth based on CDC guidelines and airline, hotel, car rental agency, Uber, Lyft, Taxi company policies
 - Stay 6 feet from others and avoid crowds
 - Continue to wash hands often and use hand sanitizer
- Fully vaccinated travelers are less likely to contract and spread COVID-19.
- Fully vaccinated travelers do not need to get tested before or after travel unless their destination requires it
- Fully vaccinated travelers do not need to self-quarantine

Traveling and not fully vaccinated?

Domestic travel – Non vaccinated

- If you are not fully vaccinated, limit travel to essential only.
- Get tested 2-3 days prior to travel
- Wear a mask in any public place or where you will be in contact with others, such as airplanes, buses, trains and any other form of public transportation. Wear a mask over your nose and mouth
- Avoid crowds and stay at least 6 feet apart from others, wash hands and use hand sanitizer frequently
- After travel, get tested again and consider self-quarantine for 7 days and self-monitor
- Do not travel if you were exposed to COVID-19, feel ill or test positive

Domestic Travel guidance above is based on CDC guidelines published on April 2nd, 2021. Consult [CCD - Domestic and International Travel for Latest Information](#) for full details.