



Dear Faculty and Staff of Weber State University,

While campus is open, many staff and faculty are still working primarily from home. This presents challenges for much of the normal work of the University, including meetings. While the pandemic has greatly disrupted us and will continue to do so, it also has helped us realize new opportunities for working remotely that could increase access to service opportunities for faculty and staff working in different locations or experiencing issues with health, family, or other challenges. We would like therefore to propose the following guidelines for staff and faculty meetings as long as COVID is a threat to our health:

- Faculty and staff should strive to be role models for social distancing practices. That means that we should always meet or exceed guidelines in order to create a better safety culture on campus. It also means that we need to do what we can to enforce best practices for social distancing on campus, both inside and outside of classrooms, as well as staying home when sick, and avoiding close contact with those who are sick.
- Current minimum guidelines are listed below (please follow additional guidelines from the administration as the situation changes):
 - Masks must be worn at all times while in any Weber State building
 - 6 foot social distancing must be maintained at all times.
 - When outside, it is only OK to remove your mask if you are able to maintain at least 6 feet of social distancing and you are not in a congested area.
 - There are a few exceptions to this including when you are alone in a private office.
- Unless there is a strong business case for a face to face meeting AND all guidelines above can be followed, we should run meetings virtually using Zoom or other platforms that have proven effective.
- We should have digital versions of all materials available to all participants well before the meeting takes place so that staff and faculty may view them on a different screen or print them in advance.
- If there is a compelling reason to host the meeting in person, we should plan to run the meeting in a space that allows for a high quality virtual experience for anyone who is not able to be present. After the COVID-19 crisis, this practice could be continued in order to accommodate members who have child care challenges, who are traveling, or who work at different campuses. For example, folks who work at Davis campus are often disadvantaged due to the extra travel required to attend meetings on the Ogden campus.
- Any face-to-face meeting should require those present to properly wear face coverings in addition to a minimum of 6 feet of social distancing.

Approved by The Weber State University Staff Advisory Council. October 6, 2020

Approved by The Weber State University Faculty Senate. October 8, 2020