

VTA COVIDSafe Guidelines for meetings

The VTA has a COVIDSafe Plan in place.

The following guidelines apply for meetings at the VTA office:

- A mask must be worn in common/shared areas in the building e.g. foyer, lifts, corridors, toilets.
- A mask is not required to be worn in the VTA office (as long as 1.5 metres distance is maintained).
- Upon entering the VTA office, please use the hand sanitiser at reception.
- All visitors must scan the QR code (using the Service Victoria app) or, if unable to do so, sign the Attendance Register at reception
- Tables/seats in the meeting room are set up to ensure people keep 1.5 metres distance apart. They must not be rearranged.
- The density quotient for the room is 15.
 - Maximum number of people seated at boardroom table: 9
 - Maximum number of people seated around the edge of the room: 6
- Refreshments/catering

The VTA will provide:

- Coffee/tea (please ensure 1.5 metres distance is maintained at the refreshments station)
- Individually wrapped biscuits and lollies
- Water (in the meeting room)

Extra catering:

- VTA Networks: lunch provided as required
 - Self-Managed TAFE Networks or visitors: should you require any other catering e.g. lunch, we recommend [ECCO Catering](#).
- Place used crockery on the catering table in the meeting room.”

Updated: 4 February 2021