

## 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 is not required to be worn in the building or VTA office, unless 1.5 metres distance cannot be 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.
- The density quotient for the room is 30.
- Maximum number seated in boardroom or u-shape is 9 (1.5 metres distance between people)
- 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

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: 1 April 2021*