



COVID-19 In-Person Meetings Guidance Updated September 2021

While UVM has resumed normal in-person operations, the COVID-19 pandemic is ongoing and there are populations in our community that are either unable to be vaccinated or, despite vaccine availability, remain at a higher risk of infection or serious illness/death. For this reason, supervisors are encouraged to be flexible when requiring attendance at in-person meetings.

Attendance

There may be instances where in-person attendance is required for all participants, such as equipment training or reviewing in-office procedures. When in-person attendance is not required, supervisors should allow for hybrid attendance and give employees the option of calling into meetings using Microsoft Teams. Requests for hybrid attendance and remote work are not one in the same and should be considered separately. For hybrid attendance, employees may call into meetings from their desks, offices, or other private space on campus. Attending remotely from home or other off-campus location requires supervisor approval and may require a telework arrangement subject to [UVM Telework Policy](#).

Employees who have questions or concerns about requiring in-person attendance at meetings should contact their department supervisor or chair, or their Labor and Employee Relations representative at uvmler@uvm.edu.

Face Coverings

All meeting attendees, including presenters/speakers, must wear masks in accordance with [UVM Face Covering Guidelines](#). The only exceptions to this are at specific approved events and in the classrooms listed in the [Face Covering Guidelines](#).

Food and Drink

Supervisors may request that no food or drink be consumed at meetings that require in-person attendance to accommodate different risk tolerances and safety concerns. For meetings where in-person attendance is not required, food and drink may be permitted at the discretion of the supervisor. Face masks can be removed to eat or drink and put back immediately when finished.

Medical Accommodations

Employees who cannot attend required in-person meetings due to a health or medical concern should contact the UVM ADA office and request an accommodation at 802-656-0945 or accessibility@uvm.edu.

Further Questions

COVID-19 safety related questions can be directed to COVID-19 Information and Service Center at 802-656-1010 or uvm.strong@uvm.edu.