



Guidance for UNA-USA Chapters on Events and Activities During COVID-19 Outbreak

UNA-USA Leaders:

In light of the evolving COVID-19 outbreak, we want to make sure you are taking appropriate measures to minimize risk in your communities. Since the situation is continuously changing, we advise you to follow guidelines and information from your local health authority about hosting public events. If your local and state officials recommend postponing or canceling public events, please follow that advice and cancel the meeting or restructure it to be held virtually.

If you do decide to move forward with a previously scheduled event, we urge you to consider also incorporating remote options like webcasting or teleconferencing for individuals who may feel sick or have compromised immune systems.

We hope that you will use your best judgement when deciding whether or not to convene in person programs. Stay up to date with your state and local health authorities, as the situation with COVID-19 is continuously changing.

Please remember to reference information from official sources when making decisions or communicating other members and the public. The World Health Organization (WHO) has [helpful information and graphics to download](#) that can help keep us informed, prepared, smart, and safe. Please read on for some helpful tips.

Questions to consider when deciding on a plan for your scheduled meeting or event:

- Is a face-to-face meeting or event needed? Could it be replaced by a teleconference or online event?
- Could the meeting or event be scaled down so that fewer people attend?
- Are you informed about where COVID-19 is circulating?
- Are you following the suggestions and mandates of your local health authority?



If you do decide to host an in-person event, observe these measures before and during the event:

- Communicate to guests clearly ahead of time that if they are feeling ill they should not attend. Ideally, you should provide a virtual or teleconference meeting option to accommodate people who don't feel comfortable attending.
- Clean your meeting space thoroughly before guests arrive. Wipe down all surfaces, doorknobs, and high touch areas with disinfectant cleaner.
- Make hand sanitizer, tissues, and Clorox wipes available to all attendees throughout the event.
- Encourage a "no handshake" policy. Suggest waves and smiles to greet new faces instead.
- If there is space, arrange seats so that each attendee is at least three feet apart.
- If possible, keep windows and doors open so the area is well ventilated.

If you decide to use a virtual meeting format, here are three free video conferencing tools we recommend using:

Skype

Pros:

- Host a video or audio conference with up to 50 different users
- Record your meetings, recording available for 30 days
- Share your screen in the meeting
- No time limit for meetings

Cons:

- Only 50 people can call into the meeting

Zoom Basic

Pros:

- Host a video conference for 3 – 100 users
- Share your screen in the meeting
- Meetings with two users have no time limit

Cons:

- Meetings for 3 – 100 users are limited to 40 minutes



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Google Hangouts Free

Pros:

- Host a video or audio conference with up to 25 different users
- Record video meetings
- Share your screen

Cons:

- Meetings are limited to 25 users

PollEverywhere

- PollEverywhere is not a video conferencing tool, but it is helpful for gathering quick insights during a virtual meeting or webinar. Particularly if you are considering changing the format of your UN75 consultation event, PollEverywhere is a great online tool that you can use during a consultation to collect and see audience feedback in real-time. You can also save the data for later use. [Download the guide here.](#)