



SOPEI Phase 1 General Guidelines for In-Person Meetings:

1. In our first phase of return to activities, SOPEI is aiming to have 20 people or less at gatherings so long as proper physical distancing measures can be followed. All gatherings must be approved in writing by the Executive Director and follow all of the SOPEI and CPHO guidelines in place. If possible, virtual meetings should be considered first.
2. Showing signs of any sickness, or if someone has been exposed to ANYONE who has traveled out of the Atlantic Provinces in the last 14 days or has symptoms of Covid-19, they must not attend. If you arrive and are showing ANY symptoms, you will be asked to leave immediately for the safety of everyone.
3. Only registered SOPEI members, with updated contact info and paperwork on file, are permitted at the meeting. Members who are not required to attend the meeting must stay home or when possible remain in their vehicle.
4. Meeting participants that require a support/caregiver are asked to notify the meeting leader and SOPEI office prior to the meeting to ensure maximum gathering numbers are not exceeded and all paperwork is completed.
5. All meetings must keep a sign-in and declaration log (Name and Phone/Email) for each session using the template provided by SOPEI. This is the responsibility of everyone attending to ensure they are checking in immediately upon arrival. These records must be kept ongoing for a minimum of 1 month period and submitted to SOPEI at the end of each meeting.
6. No Chewing Gum, Sunflower Seeds, Candy, Cheering, Singing, Whistling, or any other forms of vigorous vocalization.
7. Handshakes and high fives are not allowed.
8. All participants should only bring to the meeting what is absolutely necessary and leave all other personal belongings in their vehicle or at home if possible. There must be an assigned area to keep personal belongings if they cannot be left in their vehicles.
9. SOPEI can provide meeting leaders with hand sanitizer and cleaning wipes/sprays if given prior notice. All members must use hand sanitizer at the beginning and end of each meeting.
10. Carpooling from different households is not recommended at this time.
11. All Facility guidelines must be met, and we must follow all direction/signage while utilizing the facility
 - a. Do not enter the meeting area until all prior users have left the area and the area being used is disinfected.
 - b. Members will be required to maintain a minimum of 6 feet distance between themselves and others and the meeting leader must ensure social distancing measures are in place or wear a mask for their safety.
 - c. Restroom facilities may be restricted depending on the facility. Please plan accordingly.
 - d. Members will not be allowed to congregate in the parking lot prior to or after meetings and should arrive no sooner than 10 minutes prior to the start of the meeting
 - e. The SOPEI office is closed to the public but considerations may be made for scheduled meetings with written approval from the Executive Director.
 - i. If usage of the SOPEI office is granted, a designated entrance will be identified with signage
 - ii. Signage for social distancing will be visible
 - iii. There may be a specific meeting space assigned to avoid contact with shared working spaces in other parts of the office.

SOI COVID-19 Poster

*SOPEI member Registration, Waivers and Daily sign in must be completed and submitted to SOPEI