

## Protocol for Chamber Meetings

- **When in doubt, stay home.** Do not come to the Chamber, council and other meetings, member celebrations, award ceremonies, etc. if you, or someone you have been in contact with, is sick. You will be asked to leave if you are displaying symptoms of COVID-19.
- **Bring your own face masks to wear** while you are at the Chamber, council and other meetings, member celebrations, award ceremonies, etc.
- **Bring your own pen, paper, water, coffee, etc.** To limit possible exposure, the Chamber will not provide beverages for meetings.
- **Tables and chairs** at the Chamber will be sanitized before and after using.
- **Practice social distancing.** Stay at least 6 feet away from others. The number of people allowed in-person at a meeting may be limited, others may participate virtually. No shaking of hands or embracing.
- **Wash hands before and after meetings and events.** Use soap, or hand sanitizer if there's no water available. You are encouraged to bring your own when meetings and events are not at the Chamber building.
- **Follow posted signage in the building** regarding occupancy limits and distancing in restrooms, break rooms, meeting rooms, etc.
- **If you sneeze or cough** into a tissue, please discard in trash immediately and do not place on table or chairs.
- **Rooms will be scheduled with a 2 hour break** between meetings to allow for sanitizing.
- **The number of in-person meeting participants** in the Chamber will be limited as follows:  
Board Room: with tables, 13; Action: with tables, 6 + presenter; NIPSCO: with tables, 7 + presenter, without tables, 12; Leadership: 2
- **Food at meetings** must be individually boxed or wrapped. No self-serve buffets.
- **Anyone representing the Chamber** at ribbon cuttings, member celebrations, award presentations, etc., will be required to wear a mask. All other participants are encouraged to wear masks.