

The following protocols have been implemented for any in-person union meetings during the COVID-19 pandemic. These protocols are subject to revision as public health restrictions and guidance evolves.

Prior Approval

With the exception of staff representative or specialist meetings with individual members and/or their employers, all plans to hold in-person meetings with members require prior approval from a staff director.

Risk Mitigation

For any in-person meetings, the following risk mitigation measures must be taken:

- **Public Health Orders, Restrictions, and Guidance**
 - Any in-person meeting must comply with current public health orders, restrictions, and guidance, which may be viewed here:
<https://www.gov.mb.ca/covid19/restartmb/prs/index.html#provinciallevel>
- **Physical Distancing**
 - Participants should maintain two meters (2m) distance between each other as much as possible.
 - Seating should be arranged to facilitate physical distancing.
 - Meeting rooms used must be large enough to facilitate physical distancing. Where a larger meeting room is required, microphones and amplified speakers should be arranged.
- **Masks, Hand Sanitizer and Disinfection**
 - Masks are mandatory at all MGEU in-person meetings.
 - Masks and hand sanitizer will be available to participants.
 - Before an in-person meeting, all frequently touched surfaces should be disinfected, either by the facility where a meeting room is rented or by MGEU staff where a MGEU meeting room is used.
- **Self-screening**
 - All participants will be directed, in advance of the meeting and upon arrival, to self-screen for the latest isolation criteria established by Manitoba public health officials, and to refrain from attending the meeting if they meet the criteria.
 - Self-screening requirements apply to all participants, including members, staff, employer representatives, external presenters, and invited guests.
- **Signage**

Signage must be posted at all in-person meetings regarding the mandatory use of masks, self-screening/isolation, physical distancing, and proper cough, sneezing, and hand-washing etiquette.

▪ **Pre-registration**

- Where the number of potential meeting attendees may exceed Manitoba public health restrictions, all participants, including guests, may be required to pre-register. This will ensure that any necessary risk mitigation measures may be taken; these may include booking a larger room, booking multiple rooms connected by remote technology, arranging for required audio equipment, or scheduling additional meeting dates.
- The timeline for setting up such meetings should be extended to ensure sufficient advance notice for pre-registration deadlines and booking arrangements.
- All attendees will be required to sign-in in order to verify pre-registration. If a member presents to such a meeting without having been pre-registered, the member may only attend if there is sufficient capacity to allow their participation in compliance with these safety protocols.

▪ **Larger Meetings**

- Where the number of participants at a meeting exceeds Manitoba public health restrictions, either of the following approaches should be applied:
 - Multiple rooms connected by remote technology must be booked. Each room must be able to accommodate physical distancing for all participants; or
 - Each grouping of attendees may be separated by “virtual walls” as long as each grouping has its own entrance/exit and washroom and does not co-mingle at any time with another grouping.
 - When multiple rooms connected by remote technology are used, each room must have separate entrances, exits, and washrooms. Participants in each room must not co-mingle with participants in other rooms.

▪ **Food and/or Beverages**

At any meetings where food and/or beverages would ordinarily be provided, all food and beverages must be served in individual servings. Food must not be served buffet-style, and beverages must not be served with shared pitchers or containers.

Meeting Protocols

For each of the following types of MGEU meetings, the protocols should be applied as follows:

▪ **Meetings among Staff, Members and/or Employers in Workplaces**

In-person meetings may be held with the above public health, physical distancing, mask, hand sanitizer, and disinfection, self-screening, and signage protocols in place.

▪ **Bargaining Meetings**

In-person meetings may be held with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.

▪ **Bargaining Proposal Meetings**

- In-person bargaining proposal meetings may be held with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.
- Where there is potential for significant variation in attendance numbers, participants must be required to pre-register. All attendees will be required to sign-in in order to verify pre-registration. Members who have not pre-registered will only be admitted if the above safety protocols can be maintained.

- There should be no food provided at bargaining proposal meetings.
 - Where registered numbers merit, additional risk mitigation steps should be taken; these may include booking a larger room, booking multiple rooms connected by remote technology, arranging for required audio equipment, or scheduling additional meeting dates.
 - Members should also be provided with an opportunity to submit bargaining proposals in writing to their local executive for consideration at the meeting.
- **Ratification Meetings**
- In-person ratification meetings may be held with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.
 - Where the number of potential meeting attendees may exceed Manitoba public health restrictions, all participants, including guests, may be required to pre-register. All attendees will be required to sign-in in order to verify pre-registration. Members who have not pre-registered will only be admitted if the above safety protocols can be maintained.
 - There should be no food provided at ratification meetings.
 - Where registered numbers merit, additional risk mitigation steps should be taken; these may include booking a larger room, booking multiple rooms connected by remote technology, arranging for required audio equipment, or scheduling additional meeting dates.
- **Local Executive Meetings**
- Local executives may meet with a staff representative in-person with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.
- **Local Meetings**
- In-person local meetings may be held with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.
 - Where the number of potential meeting attendees may exceed Manitoba public health restrictions, all participants, including guests, may be required to pre-register. All attendees will be required to sign-in in order to verify pre-registration. Members who have not pre-registered will only be admitted if the above safety protocols can be maintained.
 - There should be no food provided at local meetings.
 - Where registered numbers merit, additional risk mitigation steps should be taken; these may include booking a larger room, booking multiple rooms connected by remote technology, and/or arranging for required audio equipment
 - Where pre-registration is required and any elections are on the meeting agenda, the number and names of registered participants must be held in confidence by MGEU staff and not shared with any members of the local.
 - For any local meetings to vote on convention delegates and resolutions or to elect new local executive positions, the following people may only attend if they pre-register: candidates for provincial officer positions, provincial officers, area directors, component directors.
- **Area Council**
- In-person Area Council meetings may be held with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.

- Participants must be required to pre-register. All attendees will be required to sign-in in order to verify pre-registration. Members who have not pre-registered will only be admitted if the above safety protocols can be maintained.
 - There should be no food provided at area council meetings.
 - Where registered numbers merit, additional risk mitigation steps should be taken; these may include booking a larger room, booking multiple rooms connected by remote technology, and/or arranging for required audio equipment.
 - Where pre-registration is required and any elections are scheduled for the meeting, the number and names of registered participants must be held in confidence by MGEU staff and not shared with any members of the Area Council.
 - Any guests, such as candidates for provincial officer positions, provincial officers, area directors, or component directors, may only attend if they pre-register.
- **Component Executive Meetings**
 - In-person Component Executive meetings may be held with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.
 - Participants must be required to pre-register. All attendees will be required to sign-in in order to verify pre-registration. Members who have not pre-registered will only be admitted if the above safety protocols can be maintained.
 - Where pre-registration is required and any elections are scheduled for the meeting, the number and names of registered participants must be held in confidence by MGEU staff and not shared with any members of the Component Executive.
 - If a participant is required to travel to a component executive meeting, they may choose to minimize their required travel by participating from either the Brandon or Thompson office using the MGEU's existing video-conferencing infrastructure. Before participation from either of these locations is offered to members, staff must confirm the availability of the office meeting room and staff for that date and time.
 - The meeting start time should be scheduled to make it possible for members to avoid or reduce the need for overnight stays.
 - **Standing Committees**
 - In-person standing committee meetings may be held with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.
 - Participants must be required to pre-register. All attendees will be required to sign-in in order to verify pre-registration. Members who have not pre-registered will only be admitted if the above safety protocols can be maintained.
 - If a participant is required to travel to a standing committee meeting, they may choose to minimize their required travel by participating from either the Brandon or Thompson office using the MGEU's existing video-conferencing infrastructure. Before participation from either of these locations is offered to members, staff must confirm the availability of the office meeting room and staff for that date and time.
 - The meeting start time should be scheduled to make it possible for members to avoid or reduce the need for overnight stays.

- **Labour-Management Meetings**

- Labour-Management meetings may be held in-person with the above public health, physical distancing, mask, hand sanitizer, and disinfection, food and/or beverage, self-screening, and signage protocols in place.