Last updated March 12, 2020



To limit the spread of COVID-19, Oregon Governor Kate Brown has issued a ban on any gatherings of 250 people or more. Metro events and meetings with expected attendance of 250 people or more have been canceled.

For events and meetings with fewer than 250 people, follow the guidelines below. This applies to Metro-sponsored activities after work hours. This is effective immediately through at least April 8, 2020.

Sample language to include in notifications is below.

Questions? Contact covid-19@oregonmetro.gov

Type of meeting	Options
Internal	Meet virtually
Metro employees only	Postpone the meeting
Meeting topic not critical to operations	Cancel the meeting
Internal, critical to operations	Meet virtually
Metro employees only	Meet in person, but implement these measures:
Meeting topic critical to operations	 Social distancing between people at 6 feet or more
	 Wash and sanitize hands regularly
	Sanitize surfaces before and after meeting
External	Meet virtually
Metro employees, and: partners and other members	Postpone the meeting
of the public	
Meeting topic not critical to operations	
External, critical to operations	Meet virtually
Metro employees, and: partners and other members	Meet in person, but implement these measures:
of the public	 Social distancing between people at 6 feet or more
Meeting topic critical to operations	 Wash and sanitize hands regularly
	Sanitize surfaces before and after meeting
Venue events fewer than 250 people	Meet virtually
	Meet in person, but implement these measures:
	Social distancing between people at 6 feet or more
	 Wash and sanitize hands regularly
	 Sanitize surfaces before and after event

Sample language for external events

Meeting cancelled/postponed

Metro is continuing to work closely with the Oregon Health Authority and local public health agencies. At this time we will be postponing/cancelling/rescheduling MEETING INFORMATION

The health and safety of our employees and our community is our top priority. We are all navigating through an unprecedented situation and we will work together to ensure we reduce impacts on employees and our community during the COVID-19 response.

If you have any questions please contact XXX. We will reach out with more information as we have it.

Guidelines for meetings and small events cancellation (COVID-19)

Last updated March 12, 2020



Meeting held virtually

Metro is continuing to work closely with the Oregon Health Authority and local public health agencies. At this time we will be changing MEETING INFORMATION to a conference call/virtual meeting.

<<insert meeting instructions>>

The health and safety of our employees and our community is our top priority. We are all navigating through an unprecedented situation and we will work together to ensure we reduce impacts employees and our community during the COVID-19 response.

If you have any questions please contact XXX if you have any questions.