

# **PWD CO-OPERATIVE CREDIT UNION LTD 72<sup>ND</sup> ANNUAL GENERAL MEETING COVID-19 PROTOCOLS**

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## **IN KEEPING WITH GOVERNMENT PROTOCOLS, The Registration Process for Physical and online members**

The Credit Union will be using an electronic registration process to determine which members will be physically attending the Annual General Meeting as well as members who may join the virtual meeting (online). Those who join online will not be counted as a part of the quorum for voting and other legal matters. It is to be understood that members who may join the meeting online is for information purposes only.

Here is how the registration process will flow:

- Registration process will be hybrid and commence on October 02, 2020 which is 16 working day before the meeting.
- Members will be advised of when registration will open and when it will be closed.
- The notice will be made available via all of our social media spaces, on our website and by SMS blasts.
- Registration will be closed as soon as we meet our target of 120 members. The process will entail the tally of physical application and submissions from emails and other social platforms and will be treated as a first in, first served basis.
- The Credit Union intends to select no more than the 120 members who will be physically present. A quorum of 100 members physically present is required to hold the meeting.
- The 120 members who have been cleared to attend physically will be notified by email on October 17, 2020.
- A similar process will be used to select members who will join virtually for information purposes only. Their registration period will be at least 16 working days starting October 02, 2020.
- The online platform to be used will be Zoom.
- The online AGM Booklet will be made available on our website
- Online members are free to ask questions, but no decisions will be taken any matter of legal nature emanating online
- We will ensure that selected members are active and in good standing by checking their status/information on our database.

## **DAY OF THE ANNUAL GENERAL MEETING**

- The working team should be on site at least an hour and a half before meeting time.
- Participants entering the venue **MUST** wear a mask, otherwise they will not be allowed inside the meeting room
- Temperature checks will be done for all participants and persons with elevated temperatures will not be allowed to enter the meeting room.
- Hands will be sanitized at the Registration Area and before entering the meeting room as well as each time one leaves and re-enters thereafter
- Social distancing of 6ft or 2 meters between each person will be practiced at registration as well as inside the meeting room.
- Hand shaking and hugging is strictly prohibited
- There should be no networking i.e. gathering of participants before, during or after the meeting
- Pre-packaged lunches will be provided for each participant to leave with. No sit-down service is being provided.
- The event will be streamed so that members 65 years and over can participate remotely. Therefore please note the age specification as stipulated by Government protocols.
- Ensure that alcohol (at least 62% and above) is accessible at work stations
- Members should be asked to approach one at a time and maintain the six (6) feet (2-meters) rule at all times
- Registration should be done at various locations to avoid gathering. Ushers should be in place to provide information and guidance for members
- Flyers will be displayed in strategic area inside and outside the hall around the COVID-19 AGM protocols.
- Disposable masks will be made available in the event a member arrives without same.

- Members should not be allowed to touch the microphones when asking questions unless they are using a desk microphone. ***(Microphones will be managed by a Health and Safety monitor)***
- Members are expected to wear their mask for the duration of the meeting.
- There should be no sharing of pens at the registration table. ***(It is recommended that entities issue pens to each member along with a small bottle of hand sanitizer)***
- Once the seating capacity is reached, no other member should be allowed in the venue.
- Health and Safety Monitors will be monitoring the proceedings to ensure full compliance with safety protocols. ***(They should be branded)***
- There should be no gathering of members before, during or after the meeting.
- A COVID-19 health and safety evaluation should be completed at the end of the meeting by an independent observer.
- The use of gloves by the DCFS team where necessary to collect and count the ballots, along with the other protocols.
- No sharing of pens.
- Counting station designated by the Credit Union in the event there is an election.
- Ballot Boxes should be pre-prepared by the Credit Union.
- Your health and safety is our priority and as such we trust you will **adhere to the protocols as outlined so that we all can remain COVID-19 FREE.**

**October 2020**