

# How to stay safe!

## Coronavirus precautions to be applied when attending general meetings

**General meetings are essential to ensure good governance in the building. To be able to manage the building properly, it is important to be able to meet validly. Every co-owner is therefore expressly requested to provide a power of attorney if he or she is unable to attend the meeting. Discuss this possibility with your building manager/syndic!**

If power of attorney is given to a third party: please pass these instructions on to the holder.

**The following measures should be strictly complied with when attending a general meeting. If you have any questions, contact your building manager/syndic in advance.**

- Go to the meeting **alone**.
- Always maintain sufficient **distance**: before, during and after the meeting.
- **Disinfect** your hands when you enter the room.
- Use your **own pen** to sign the attendance register and the minutes.
- Choose a **specific place** and remain seated as much as possible.
- Provide your own **protective equipment** and possibly disinfectant.
- **Do not** shake hands.
- Cough or sneeze into a **paper tissue**.
- **Refrain from touching** anything as much as possible.
- Give someone power of attorney if you display any **symptoms**.
- Give someone power of attorney if a member of your household displays any symptoms.
- Draw you co-owners attention on the need to abide by these **safety instructions**.
- Use **digital means of communication** as much as possible to consult with the building manager and co-owners.
- **Always follow the instructions of your building manager.**

### Any questions?

Consult the sector guide and the government guidelines on [www.sf323.be/corona](http://www.sf323.be/corona) or [www.info-coronavirus.be](http://www.info-coronavirus.be).

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