



## County Manager Business Process / Specific to Neighborhood Outreach Office Rules of Procedure for Neighborhood/Group Meetings (Post Mask Mandate)

### 1. Purpose

This process outline has been developed to assist in the start-up of in-person Neighborhood Association (NA) and other group meetings associated with the Neighborhood Outreach Office to assure that CDC and Public Health protocols are followed as restrictions change so that the staff and public remain safe and healthy.

At this point in time (March 12, 2022), the state requirement to wear face coverings at indoor meetings has been lifted. All attendees are expected to be considerate of the varying levels of comfort regarding personal space at in-person meetings, including, but not limited to, eliminating person contact (e.g. handshakes, etc.) and individual choices to continue to wear masks.

### 2. Post-Mask Mandate Meetings Process - Scheduling

- Neighborhood Association (NA) meetings should be scheduled through the county's Neighborhood Program Coordinator (NPC) so that they can be placed on the Neighborhood Outreach calendar and publicized on the NA's county web page.
- NA meeting speaker requests for county employees should be scheduled through the county's NPC to assure that the correct staff member is scheduled and to assure equitable distribution and access to some of the more requested department staff.
- Zoom virtual meeting software is available through 2023 to continue virtual meetings and to move into hybrid meetings that are in-person, but also allow for residents to attend virtually. The county's account is scheduled through the county's NPC and is also available for NA board meetings if space is available on the calendar. NA general meetings will take precedence over NA board meetings if there is conflict. NA general meetings will be scheduled first-come, first-served basis.
- NA meeting dates will be posted on the NA's county web page. Neighborhood leaders are encouraged to work with the NPC to prepare postcard meeting reminder notifications that can be mailed through the county's print shop, although there is a limitation to the number of mailings that the county provides each year. NA leaders are also encouraged to post their meeting dates on their own Facebook and Nextdoor pages and to send out reminders to their NA email lists.

### 3. Post-Mask Mandate Meetings Process – 2022 Meetings

- In-person meetings will be reviewed and scheduled on a case-by-case basis through the remainder of 2022. The county will be reviewing all public health recommendations, including local, state, and CDC recommended requirements for each facility and considering:
  - Does the size of the facility accommodate ability for appropriate distancing?
  - Is there adequate ventilation available?
  - Outdoor meetings will be considered on a case-by-case basis. Many of the schools have covered areas on their playgrounds that may be considered as meeting space. We will work with you on these meetings, but there may be limitations on the county's ability to set up electronic equipment for presentations.

- All meetings will automatically also be scheduled on the Zoom virtual calendar by the NPC. This will give the opportunity to hold a hybrid meeting if requested and will also allow for the meeting to proceed virtually if it should need to be cancelled.
- The county will be reviewing current status of the county’s CDC COVID-19 Community Levels chart <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html> and will adjust requirements for attendance as follows:
  - **Status: Green/Low.** Meeting will proceed as scheduled. As of March 2022, NPC will be masked until further notice. Attendees will be asked if they have been exposed to COVID-19 in the last 10 days prior to being allowed to enter. Masks will be available for attendees that wish to wear them. Hand sanitizer will be available at check-in station. Chairs will still be spaced at reasonable distances.
  - **Status: Yellow/Medium.** Meeting will proceed as scheduled. As of March 2022, NPC will be masked until further notice. Attendees will be asked if they have been exposed to COVID-19 in the last 10 days prior to being allowed to enter. Masks will be available for attendees and there will be signage suggesting that masks be worn. If mandates return and masks are required again, attendees will be required to wear them to attend the meeting. Hand sanitizer will be available at check-in station. Social distancing will be recommended, and seating will be spaced accordingly.
  - **Status: Red/High.** In-person meeting will be cancelled, and meeting will be held virtually.
- Meeting set-up and tear-downs will be expected to follow sanitation protocols that are outlined below. However, if State Department of Health or CDC requirements are released that are more stringent, those requirements shall supersede anything outlined in this process.
  - Attendance shall be limited to 70% capacity of the meeting space:
    - 50 person capacity = 35 attendees allowed
    - 60 person capacity = 42 attendees allowed
    - 75 person capacity = 53 attendees allowed
    - 100 person capacity = 70 attendees allowed

*\*Capacity limit will be reviewed periodically and may be adjusted at a later date.*
  - Venue shall have bathrooms, running water and soap for handwashing (unless it’s an outdoor meeting).
  - Alcohol-based hand sanitizers will be provided by the county for use by the attendees.
  - Masks will be provided by the county for use by the attendees.
  - Trash can and tissues will be at the sign-in table and attendees will be reminded that they are to handle and dispose of their own trash.
  - Chairs and tables that were used for the meeting as well as doorknobs, handrails and light switches are to be wiped down with disinfectants before the meeting and prior to storing the equipment after the meeting ends.
  - Doors and windows will be open where possible at indoor meetings and fan(s) may be utilized to improve ventilation.

Clark County is committed to a work environment free from unlawful discrimination and harassment for its employees, the public it serves and those with whom the County conducts business.

Date Initiated:	03/14/2022/07/05/2022	Marilee McCall, Neighborhood Program Coordinator
Date Reviewed:	03/15/2022/07/06/2022	Lindsey Hueer, Sr. Policy Analyst
Date Reviewed:	03/15/2022/07/06/2022	Public Health Outreach
Date Approved:	07/11/2022	Kathleen Otto, County Manager