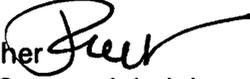




MEMORANDUM

Date: December 20, 2021

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: Jan Leshner 
Acting County Administrator

Re: **December 21, 2021 Board of Supervisors Meeting Agenda Item 10**

The Board has on its agenda a Discussion and Action item related to the resumption of in-person meetings of the Board of Supervisors. To inform your discussion, staff has prepared a document entitled ***Operational Guidelines for In-person Meetings of the Board of Supervisors*** (Attached) that you may wish to consider. These guidelines provide for the safe conduct of proceedings in the Board of Supervisors hearing room. In light of the current state of the pandemic, these protocols will ensure that the Board can conduct its business in public without compromising your own or the public's well-being.

JL/dym

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Terry Cullen, MD, MS, Public Health Director, Pima County Health Department

Operational Guidelines for In-person Meetings of the Board of Supervisors

Public & Staff Attendee Responsibilities

1. The following individuals may not participate in-person meetings:
 - a. Currently ill with symptoms compatible with COVID, including fever, chills, respiratory symptoms, body aches, etc.;
 - b. Those who have tested positive for COVID-19 (in the 10 days preceding the meeting), are waiting for COVID-19 test results, have COVID-19 symptoms, or are a close contact with a person with confirmed or suspected COVID.

2. The following individuals should consider remote or virtual participation:
 - a. 65 years of age or older;
 - b. Those with high-risk chronic medical conditions affecting the heart, lungs, immune system, inclusive of hypertension, diabetes, obesity, asthma, COPD, cancer and immune compromising auto-immune disorders;
 - c. Individuals who are **not** fully vaccinated.

3. Public and staff attending in-person meeting attendees must:
 - a. Wear a well-fitted mask covering their nose and mouth while in line to enter the meeting as well as throughout the meeting;
 - b. Undergo temperature check at entry;
 - c. Cleanse hands with sanitizer at entry;
 - d. Take their seats upon arrival and at least 6 feet apart in designated areas;
 - e. Any individual unable or unwilling to adhere to these measures will not be allowed entry into the hearing room and will be asked to leave.

County Responsibilities

1. Hearing Room
 - a. Plexiglas barriers between each member of the supervisors and staff sitting at the dais;
 - b. Plexiglas barrier in front of the lectern facing the supervisors;
 - c. Lectern sanitized after each speaker;
 - d. Ventilation optimized for air circulation;
 - e. Masks will be available for the public;
 - f. Hearing room to be cleaned before and after meeting.

2. Public seating areas
 - a. Seating must be clearly marked;
 - b. May be no closer than 6 feet apart;
 - c. Limited to alternate rows;
 - d. Will include hand sanitizing stations at or near the entrance of the meeting room as well as at the lectern;
 - e. Must be thoroughly cleaned before and after the meeting.

3. Security screening and lobby area
 - a. Post prominent signage at entrances, restrooms and lobby about how to stop the spread of COVID-19, including vaccination, proper use of masks, hand-washing, respiratory etiquette, and staying out of public areas when sick or symptomatic;
 - b. Post prominent signage at the entrance of public health advisories prohibiting individuals who are symptomatic from entering the premises;
 - c. Public areas will contain appropriate floor markings to facilitate 6-foot spacing in between attendees in queue;

4. Any individual who is unwilling or unable to comply with the hearing room guidelines will be accommodated with remote/virtual or telephonic participation.