

Written Procedure for Meetings

In conformity with Governor Inslee's Open Public Meetings Act and Public Records Act Proclamations and C-TRAN's desire to provide greater opportunity for the public to engage, while continuing to maintain critical social distancing and other requirements to prevent the spread of the COVID-19 virus, it is necessary for C-TRAN to adopt this Written Procedure for Operations, which shall remain in place so long as a State of Emergency continues to exist.

C-TRAN staff shall:

- Provide information on C-TRAN's website and on printed meeting notices and agendas, how to pre-register for public meetings.
- Continue to post access information for remote attendance and citizen comment participation.
- Require all C-TRAN facility visitors to self-evaluate using the COVID-19 Wellness Screening Questions prior to entry into the building. Answers to these questions may preclude a visitor's admission into agency buildings on that particular day. The C-TRAN staff member expecting the visitor will be responsible for ensuring the screening was completed prior to allowing them into the facility.
- When feasible, collect contact information for all agency visitors and retain that information for 28 days. The contact information will be submitted to the Executive Office Manager for retention.
- As requests for meeting space reservations are received, the Executive Office Manager will provide staff the Wellness Screening Questions and a form to collect contact information.
- Ensure C-TRAN facility visitors wear a proper face covering and maintain physical distance between persons, as recommended by the CDC or Washington State Health Authority. A proper face covering must fit to cover the nose, mouth, and under the chin. It can either use straps to wrap it around a person's head or ear loops to ensure a snug fit. Failure to adhere to C-TRAN's safety protocols will result in C-TRAN refusing to provide services and staff asking the visitor to leave agency facilities and/or equipment.
- When feasible, visitors should pre-register for public meetings as room occupancy will be limited to capacity as recommended by the CDC or Washington State Health Authority. This number excludes staff.

- Entrance into an agency facility will be limited to those who have an appointment or are conducting pre-approved business.
- Only those visitors necessary for each appointment or business activities will be permitted entrance aside from public meetings.
- Staff will have visitors/meeting attendees remain outside of the building until the scheduled appointment or meeting admission time.
- Develop one way attendee ingress and egress to reduce gathering in groups and potential for face-to-face contact.
- Adjust scheduled activities, meetings, appointments, etc., to minimize attendees in common areas.
- Provide sufficient hand sanitizing stations for staff and facility visitors.
- Adjust and/or remove public seating areas to ensure physical distancing is maintained.
- Materials to sanitize meeting rooms is available. The employee who setup the meeting is responsible for properly cleaning/sanitizing between uses.
- In person meetings must have Department Chief approval.

The Department responsible for the meeting will assign at least one staff member to be present to ensure masking and social distancing practices are enforced.