

## ISLAND COUNTY

### “WASHINGTON READY” GUIDELINES – COVID-19 STATE OF EMERGENCY

<https://www.governor.wa.gov/sites/default/files/proclamations/20-25.15%20-%20COVID-19%20Washington%20Ready.pdf>

The Board of County Commissioners Office (BOCC) staff has developed the following guidelines to ensure the safety of employees and citizens while attending BOCC open public meetings. These guidelines are offered to supplement state and local health orders. Governor’s Proclamations and Health Officer Orders shall take precedence over these guidelines.

On August 19, 2021 the Washington State Dept of Health updated its mask order in [Secretary of Health Order 20-03.4](#). A keynote of the revised order is that individuals ***must wear face coverings in indoor public places regardless of their vaccination status***, with limited exceptions. Subsequently on August 20, 2021 the WA State Governor also amended Proclamation 20-25.15 prohibiting any governmental...entity from allowing any individual to enter or remain in any indoor space under their control unless the individual is in compliance with the Secretary of Health’s face covering order and any subsequent amendments.

The BOCC is requiring all employees and individuals to wear face coverings while visiting indoor county facilities following the Governor’s Proclamation as well as the Secretary of Health’s Order.

#### I. General Board Meeting Room Requirements

##### As allowed under Miscellaneous Venues Requirements 6/30/2021

For all guidelines click on the link:

<https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%202%20and%20Phase%203%20Misc%20Venue%20Guidance.pdf>

As of June 30, 2021, the following apply to governing bodies of public agencies opting to host in-person public meetings under the Open Public Meetings Act, as permitted under Emergency Proclamation 20- 28, et seq.:

- No restrictions on capacity.
- No physical distancing requirements.
- Follow current applicable face covering requirements as outlined in: *Proclamation 20-25.15, Secretary of Health Order 20-03.4, and LNI Publication F414-164-000[08-2021]*.

#### II. [Proclamation 20-28.15](#) remains in effect for public meetings subject to Open Public Meetings Act, but capacity limits, physical distancing, and most other restrictions related to in-person component of public meetings have been lifted.

##### A. Public Attendance

1. The public will be able to participate in meetings by using the following modes:
  - a. Teleconference
  - b. Video Conference
  - c. In-person attendance (as allowed under the Governor’s Phased Plan and Proclamation 20-28.15 and SCR 8402)
2. Effective August 23, 2021, all individuals regardless of vaccination status must wear a face covering to attend in person. (Order of the Secretary of Health 20-03.4) It is prohibited to conduct business without a face covering with minor exceptions per the Governor’s Proclamation (20-25.15)
3. Disposable facial coverings will be available for the public who wish to attend the meeting in person.

4. Public should not be in-person if they are experiencing any of the following COVID-19-like symptoms as defined by the DOH prior to entering the facility. These may include, but are not limited to the following:
  - a. Fever
  - b. Cough
  - c. Shortness of breath
  - d. Difficulty breathing
  - e. Chills
  - f. Muscle or body aches
  - g. Headache
  - h. Sore throat
  - i. New loss of taste or smell
  - j. Nausea or vomiting
  - k. Diarrhea
  - l. Nasal congestion or runny nose

#### **B. Staff Attendance**

1. The Board asks staff if presenting an item on the agenda to please attend in person.
2. Staff should not be in-person if they are experiencing any of the following COVID-19-like symptoms as defined by the DOH prior to entering the facility. These may include, but are not limited to the following:
  - a. Fever
  - b. Cough
  - c. Shortness of breath
  - d. Difficulty breathing
  - e. Chills
  - f. Muscle or body aches
  - g. Headache
  - h. Sore throat
  - i. New loss of taste or smell
  - j. Nausea or vomiting
  - k. Diarrhea
  - l. Nasal congestion or runny nose

#### **C. Cleaning and disinfecting the Hearing Room environment**

1. Staff will frequently clean high-touch surfaces.
2. Custodial services will be present during and after working hours to clean county facilities. However, employees are asked to assist in increasing the frequency of cleaning and disinfecting commonly touched surfaces. At a minimum, stair handrails, elevator buttons, copy machine keypads, and door handles, telephones, computer keypads/mouse and other commonly touched equipment/areas should be wiped down with disinfectant mid-shift, and before the end of each shift. Employees need to take responsibility for disinfecting all high touch surfaces in their work area. Do not assume it is someone else's job or responsibility.
3. Gloves, disinfectants, and cleaning supplies will be provided for staff to clean work areas and any areas people have access to.
4. Employees should wipe down workstations, computers, copy machines, door handles and any areas of work before and after use.
5. Additional supplies of PPEs and disinfectants can be coordinated through Facility Services and Emergency Management.
6. A hand sanitizing station has been installed at the entrance of hearing room for the public.