

# Prince William County

## Board Meeting Logistics in Response to COVID-19



<ul style="list-style-type: none"><li>• The McCoart Building will open to the public at 1:45 p.m. on March 31, 2020 and will open 15 minutes before all future in-person Board meetings and other, in-person County board, commission and committee (BCC) meetings.</li></ul>
<ul style="list-style-type: none"><li>• All surfaces in Board Chambers will be disinfected prior to the meeting on March 31, 2020 and any other in-person BCC meetings.</li></ul>
<ul style="list-style-type: none"><li>• Members of the public will be allowed to sign-up in the atrium to speak during Public Comment Time. Each person that signs up to speak during Public Comment Time, will be given a card with a number on it; speakers will be invited into Chambers to speak in chronological order, one at a time.</li></ul> <p><b><i>Please note that Public Comment Time is not legally required and may be removed from the Agenda by action of the Board.</i></b></p>
<ul style="list-style-type: none"><li>• Members of the public are encouraged to communicate with the Board via other avenues, including email and <a href="#">SpeakUp!</a> Prince William.</li></ul>
<ul style="list-style-type: none"><li>• The elevator and staircases on either side of the atrium will continue to have a barrier in place to prevent citizens from accessing other offices or meeting space; this will not interfere with any ADA compliance. Anyone in need of ADA accommodations is encouraged to contact the Clerk to the Board before the meeting or other County staff during the meeting, which is the county's normal procedure.</li></ul>
<ul style="list-style-type: none"><li>• Specific chairs in Board Chambers will be made available to the public with appropriate spacing to ensure compliance with social distancing guidelines.</li></ul>
<ul style="list-style-type: none"><li>• Members of the public will be allowed to stand in clearly marked spaces in the atrium with appropriate spacing between individuals and in accordance with recommended official social distancing guidelines. <b><i>There will be no seating provided in the atrium.</i></b></li></ul>
<ul style="list-style-type: none"><li>• Staff will be present to (i) assist the public entering the building, (ii) manage the members of the public located in Chambers and the atrium, and (iii) promote public health and safety through proper social distancing.</li></ul>
<ul style="list-style-type: none"><li>• Once the available spaces in Chambers and the atrium are occupied, no other members of the public will be allowed to enter the building until other individuals leave and space is available.</li></ul>
<ul style="list-style-type: none"><li>• Individuals who have signed up to speak during Public Comment Time but are not in the building when their number is called will be allowed to enter the building, address the Board, and will be asked to exit the building once again.</li></ul>

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| <ul style="list-style-type: none"><li>• A staff member will be responsible for opening the door into Chambers to allow members of the public entry and exit into the room, while keeping social distancing practices in place.</li></ul>   |
| <ul style="list-style-type: none"><li>• A microphone will be placed on the permanent stand at the back of Board Chambers for any members of the public wishing to speak.</li></ul>   |
| <ul style="list-style-type: none"><li>• Members of the public will be asked to refrain from touching the microphone or stand located at the back of the room; if a speaker does touch the microphone, the microphone or stand will be wiped with a disinfectant wipe by staff prior to the next speaker.</li></ul>   |
| <ul style="list-style-type: none"><li>• At the conclusion of any in-person Board or BBC meeting, members of the public are encouraged to safely and promptly exit the McCoart Building, while maintaining social distancing. The McCoart Building will then be closed to the public until 15 minutes prior to the next in-person Board of BCC meeting.</li></ul> |

### Board and Staff Considerations

- The County Executive and the County Attorney will step down from the dais to allow Board Members to practice social distancing.
- The County Executive, the County Attorney, and the Clerk to the Board will move to the back of Board Chambers.
- Five (5) members of the Board may be seated at the dais.
- Three (3) members of the Board may be seated at the tables located at the front of the room.
- The Clerk will call the roll when necessary or appropriate under the circumstances.
- After the Board adopts the remote participation policy, the **Potomac Conference Room** will be available for up to three members of the Board to participate remotely via WebEx.

***The Planning Commission, and any other BCC in-person meeting open to the public, will follow the action of the Board and conduct meetings in a similar manner.***

\* Visit <https://coronavirus.pwcgov.org/> for additional information on COVID-19