

# Requirements for Safe In-Person Public Involvement

Prepared by the Office of Environmental Services

July 14, 2021

## REQUIREMENTS:

- Districts may continue with virtual public meetings for the time being, rather than transitioning to in-person
- Districts will be granted flexibility to determine when to conduct in-person vs virtual based on the project and impacts
- If transitioning to in-person, the following requirements must be met:
  - A virtual option must be offered for those who are not comfortable attending in-person (please adhere to the OES guidelines for virtual meetings and use only OES approved platforms)
    - Please note the virtual option must mirror the in-person meeting so if the in-person option offers a live presentation followed by a question and comment session, the virtual option must do the same. If the in-person meeting is an open-house, a virtual open house is acceptable.
  - Follow CDC, Federal, State, and/or Local Requirements and Guidelines (you will not be required to monitor these requirements/guidelines)

*Please be advised that this is subject to change due to the fluid nature of the situation.*

## BEST PRACTICES:

- Consider conducting the event outdoors but under cover (For example, at a local park with a shelter house, in an open air parking garage, etc.) so that there is protection from the sun and/or inclement weather.
  - You'll still need to be mindful of ADA accessibility requirements and distance from parking lot and restrooms. *Consider a back-up plan for inclement weather.*
- If conducting the meeting outdoors is not possible or desirable, conduct the event in an open, well-ventilated space with doors & windows that can be opened. The room(s) should be large enough to accommodate the expected number of participants with the ability to keep people at least 6' apart. When considering capacity remember to include both staff and public participants.
- Make meeting materials available on the project website and at other locations prior to the meeting.
- Clearly advertise in meeting invitations and notifications the following:
  - Individuals should stay home if they have a fever or symptoms or are feeling sick.
  - Face coverings, maintaining social distance, and hand sanitizing is strongly encouraged
- Require advanced registration which allows individuals to sign up for an available appointment time, limiting the number of individuals permitted to attend during each time slot so we don't exceed capacity for the venue.
- Offer special times for at-risk populations (e.g., elderly) to attend and/or talk with a project team member.
- Clearly post at the entrance the following:
  - Individuals should not enter if they have a fever or symptoms
  - Face coverings, maintaining social distance, and hand sanitizing is strongly encouraged

- Please be respectful of others in attendance
- Ensure the following items are available:
  - Disposable Face Masks
  - Disposable Gloves
  - Disinfecting Wipes/Spray
  - Paper Towels
  - Hand Sanitizer (at the entrance, exit, and throughout the venue)
  - Touchless trash cans (remove lids) (at the entrance, exit, and throughout the venue)
- Be prepared with take home handouts for individuals who decide not to stay due to health concerns.
- Ensure there are two or more sets of displays and stations and ensure that they are placed at least 6' apart.
  - Staff members should be assigned a specific station and remain at that station throughout the event.
  - Consider placing a table in front of the display to establish a physical distance barrier between staff and the public.
  - Consider using a QR code to provide easy access to a digital copy of the display
  - Consider having paper printouts of the display as a back up
- Require one-way traffic throughout the venue by creating a clearly marked path with one entrance and one exit.
  - Utilize signs and floor markings (such as gaffers or painters' tape) to direct participants to the next station with markers 6' apart throughout the path to ensure social distancing is maintained.
- Instead of having a live presentation where people gather in a large group to hear, have multiple smaller laptop stations that show a video loop of the presentation approximately every 10 minutes or so and arrange seating that is at least 6' apart.
- At least one microphone on a stand should be available for public comments and questions if the event is not an open house format.
  - Disposable covers can be purchased for microphones and replaced after each use.
- Offer an electronic comment form that the project team fills out while interviewing the guest to eliminate touch points. If the individual is not comfortable with the electronic option have multiple comment stations set up at least 6' apart where they can complete a paper form with a disposable (golf pencil) or sanitized pen/pencil or allow them to take the form with them and submit it electronically or by mail. Provide a box for written comments to be submitted.

**CONTACT:**

Jacque Annarino  
[Jacque.Annarino@dot.ohio.gov](mailto:Jacque.Annarino@dot.ohio.gov)  
 614-466-1484



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