

Introduction

The Indianapolis MPO will continue to host its Transportation Policy Committee, Transportation Technical Committee, and Executive Committee meetings online as long as it is permitted to do so via Executive Order by the Governor.¹

When the Executive Orders of the Governor no longer apply, IMPO committee meetings will take place in person. Members will receive ample notice that the next meeting will be in person. The IMPO has created these procedures to mitigate the risk of COVID-19. IMPO staff will review these policies and edit for consistency with local, state, and federal guidelines and regulations. Prior to the first in-person IMPO committee meeting, IMPO staff will alert IMPO committee members to the appropriate COVID procedures. For additional directives for the Executive Committee, see Appendix B.²

IMPO will adhere to the policies outlined below for full, in-person meetings unless an emergency (natural disaster, weather, health, etc.) merits the Emergency Meeting Policies identified below. IMPO leadership may invoke the policies at leadership discretion and shall provide written email notification to the applicable members when such policies are invoked

Unless IMPO states the meeting will convene using the Emergency Meeting Policies, any committee meeting of the IMPO will take place with full in-person attendance for members. Any member who is not present in-person will be considered a participant only and will not be permitted to vote unless IMPO leadership has invoked the Emergency Meeting Policies.

Any amendments to these policies adopted by the IMPO Executive Committee will be effective immediately for all IMPO committees.

Emergency Meeting Policies

At the discretion of IMPO leadership, IMPO will invoke the protocols that allow a hybrid electronic/in-person meeting participation by voting members as allowed under IC 5-14 (modified by HEA 1437). At least 50% of voting members must be physically present at the meeting. IMPO will comply with all legislative requirements including but not limited to:

- Members participating electronically will be seen and heard.
- All votes will be roll call votes.
- Members participating electronically and in-person will have the ability to interact.
- Meeting minutes will include names of participants and how each member participated in the meeting.
- During introductions, members will state how they are participating in the meeting (electronically or in-person)

¹ Executive Order 20-09 "Continuity of Government" permits agencies subject to Open Door laws to meet via videoconferencing to conduct business.

² The IMPO Executive Committee is notably smaller than the Technical and Policy Committees and meets in a different location.

- Individuals attending the meeting in-person will comply with the in-person policies. IMPO will comply with all notice requirements.

In-Person Policies

IMPO Committee Member Responsibilities and Procedures

These policies are based on the guidance from the CDC that the risk of contracting COVID-19 increases as time spent with persons outside of the home increases, attendance increases, time spent **indoors** increases, distance between attendees decreases, and community transmission rates increase.³ Therefore, these guidelines are designed to reduce the number of individuals attending meetings in-person, reduce the time attendees spend at the meeting, and increase the distance between attendees.

The IMPO Executive Director Anna Gremling will be the point of contact for all COVID-related reporting and communication.

Mask Policies

IMPO staff and committee members must comply with all federal, state, local, and venue mask and social distancing requirements. If there is a mask mandate in effect, IMPO committee members should don a facemask immediately upon arrival at the venue. If a member does not have a mask, disposable masks will be available for use. Masks must be worn at all times except when eating or drinking.

If there is not a mask mandate, IMPO committee members and IMPO staff who are not fully vaccinated are encouraged to wear masks. IMPO committee members who are fully vaccinated are not required to wear masks.

Prior to the Meeting

IMPO committee members should self-check for COVID-19 symptoms prior to the meeting and verify they can attend the meeting in-person. IMPO committee members should refrain from attending any IMPO committee meeting if they meet **any** of the following conditions:

- Have experienced (within the last 14 days) any COVID-19 symptoms including but not limited to- fever (100.4° or higher), cough, sneezing, sore throat, shortness of breath, nausea, new loss of taste or smell, and/or chills
- Are currently experiencing COVID-19 symptoms, even if fully vaccinated
- Have tested positive for COVID-19 within the last 14 days
- Are awaiting results of a COVID-19 test
- Have been in close contact (as defined by the CDC) with a suspected COVID-19-infected person within the past 14 days
 - However, IMPO committee members who are notified of potential exposure do not need to quarantine or refrain from attending meetings in-person if they are fully-vaccinated (≥ 14 days since second Pfizer or Moderna shot or ≥ 14 days from

³ CDC, Considerations for Events and Gatherings <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

single Johnson and Johnson shot) AND are not experiencing any COVID-19 symptoms.

Each LPA should only send one voting member to an in-person meeting.

IMPO committee members should bring all materials with them to the meeting including agendas, packets, pens, paper, water, etc. To reduce congregation points, materials will not be available to pick up at the meeting. The IMPO will also not provide coffee or food items to reduce shared-touch surfaces.

Upon Arrival at Meeting Location

IMPO committee members are encouraged to have any pre-meeting conversations prior to entering the venue while maintaining social distance with masks on. Research has indicated outside interactions help lower the risk of transmission and are safer than indoor conversations. IMPO committee members are encouraged to refrain from shaking hands when greeting other members or staff. IMPO committee members are also encouraged to use the restroom prior to entering the meeting space.

IMPO committee members will not sign in or collect a nametag.

The meeting room will be configured to keep members at least 6 feet apart. IMPO committee members should follow directional arrows on the floor (if any) and seat themselves. Once seated, members should remain in their seats and should not mingle with other members. Members should fill out the attendance paper provided to them at their seats and leave the sheet when the meeting adjourns for attendance and minutes purposes.

During Meeting

IMPO staff will ask for introductions when the meeting is called to order. IMPO committee members should keep masks on at all times unless eating or drinking if a mask mandate is in effect at the federal, state, or local level or if required by the venue. IMPO committee members should refrain from using the restroom, if possible, during the meeting. Should a member need to use the restroom, they should follow the one-way directional arrows on the floor (if any) to exit the meeting space and return to their seats. Members who make motions and second motions should state their names for minute purposes.

Any IMPO committee member that experiences symptoms of COVID-19 during the meeting should leave immediately. IMPO staff should alert a venue staff person immediately and close the doors to the meeting space. The CDC recommends waiting at least 24 hours before entering and cleaning a room where a suspected COVID carrier has been.

After the Meeting

Members are encouraged to have any post-meeting conversations outside of the venue with masks on while maintaining social distance.

If a IMPO committee member is informed following the meeting that they may have been exposed to COVID-19 or tests positive for COVID-19 within 14 days from the last in-person IMPO meeting she/he/they attended, the member should alert the IMPO Executive Director immediately. The IMPO Executive Director will alert staff, members that attended the meeting, and any members of the public that attended that they may have been exposed to COVID-19

without disclosing the name of the member. The IMPO staff that were in attendance will be asked to quarantine for 14 days. The IMPO recommends anyone who attended the meeting quarantine for 14 days and follow [CDC guidelines](#) for potential exposures.

The IMPO Executive Director will also alert the venue coordinator of the potential exposure.

IMPO Committee Meeting COVID Plan

Engineering Controls

The following engineering controls will be implemented to minimize risk:

- IMPO committee members and audience members will be seated at least 6 feet apart from one other and will be wearing masks.
- The IMPO will not provide food or drink to members to reduce shared-touch surfaces. Members may bring their own food and drinks.
- Materials including packets, agendas, and name tags will not be available to reduce congregation points.
 - Additionally, IMPO committee members will not sign in to reduce congregation.
- When weather permits, windows will be open if available. Doors will be kept open at all times.
- Prior to the meeting and following the meeting, IMPO staff will disinfect commonly-touched surfaces including but not limited to- desktops, tops of chairs (if not fabric), door handles, and restroom door handles.
- Members will be asked to stay seated once they seat themselves.

Administrative Controls

Upon expiration of the Governor's executive orders allowing online meetings, **the Transportation Policy Committee, Technical Committee, and Executive Committee will meet in person to handle items for approval and available for public hearing only.** All resolutions that can be bundled will be. All status updates and presentations that can be done via zoom or video will take place without the staff presenter in the room. The IMPO will continue to publish the remote access or call-in information on its website and in its packets for public access.

Each in-person meeting will be available to observe via YouTube. Attendance at in-person meetings will be limited to voting IMPO committee members, members of the public wishing to provide public comment, and necessary IMPO staff. Staff members giving presentations may choose to give them virtually (via screensharing ability on Zoom or record presentations). Contractors, consultants, additional LPA members, and others will be asked to view the meeting online to limit in-person attendance. Nonvoting members are also asked to attend virtually. Note: IMPO cannot and will not bar anyone from attending any meeting of the Executive, Policy, or Technical Committee in person. No staff member that meets any of the COVID symptom criteria outlined above will attend an IMPO committee meeting in person.

All meetings of the Indianapolis MPO Transportation Policy Committee, Executive Committee, and Technical Committee are open to the public. The public may view the meetings via YouTube or attend in person. For items that are listed as available for public hearing, the public

is encouraged to provide comments to be read into the record prior to the meeting if possible. The IMPO can accept these statements up to 1 day prior to the meeting via either physical mail, phone call, or email to Jen Higginbotham (jen.higginbotham@indympo.org). See the [IMPO Public Involvement Program](#) for more information. Members of the public may attend meetings in person to provide comment on items available for public hearing if comments cannot be submitted before the meeting. Though IMPO meetings are open to the public and members of the public/stakeholders cannot be barred from attending in-person, the IMPO respectfully urges and requests everyone that can attend the meeting virtually do so, excluding IMPO committee members.

Visitors who attend the meeting will be asked to sign in and provide contact information for contact tracing purposes on a notecard or paper provided at their seats. Visitors will have a designated seating area with chairs spaced 6 feet apart from one another. All visitors will be required to wear a mask at all times unless eating or drinking if a mask mandate is in effect at the federal, state, or local level or if required by venue.

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Appendix A: Checklist for Staff

The following is a guide for IMPO staff members to prepare for IMPO committee meetings.

Day Before

- Laptop
- Laptop charger
- Portable speakers
- Microphone H6 unit and all microphones
- Projector/cords for laptop connection
- Notecards for IMPO committee members
- Sign in papers (template) for members of the public
- Pens
- Hand sanitizer
- Tape
- Lysol wipes
- Tissues
- Disposable masks
- Disposable gloves
- Signs – proper cough and sneeze protocol, list of COVID symptoms, ways to reduce transmission

Upon Arrival at Meeting Venue

- Open all doors
- Open all windows if possible
- Open blinds if windows do not open
- Put up signs directing members to the meeting space

- Place sign in sheets at member tables and chairs for the public
- Check restrooms for adequate soap and hand towel/dryer availability (report to venue staff if more supplies are needed)
- Tape arrows to indicate one-way walking directions (if necessary)
- Move trash cans close to tables
- Wipe down all tables and chairs including door handles
- Place hand sanitizer and tissues on tables
- Set up laptop to face the IMPO committee members
- Set up microphones
- If convening Executive Committee, place name tents at seats 6 feet apart

After Meeting

- Gather sign in sheets
- Don disposable gloves
- Wipe down tables and chairs with Lysol wipe
- Disinfect pens
- Wipe down door handles with Lysol wipe

Appendix B: Executive Committee Meeting Procedures

In addition to the procedures outlined above, the Executive Committee has some additional guidance. The Executive Committee will continue to meet at the IndyGo Headquarters on Washington St. Instead of signing in with paper, the IMPO will provide nametags at seats spaced 6 feet apart in the room.

As stated above, IMPO staff presentations that can be presented virtually or via video will do so. IMPO staff attending in-person will be limited.