



**Divisions**

Behavioral Health Services  
Primary Health  
Public Health  
Departmental Administration

**County of Sacramento**

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**Date:** April 9, 2021  
**To:** Boards, Councils, Commissions, and Other Bodies that Conduct Public Meetings  
**Subject:** Public Meetings and COVID-19

The State of California has authorized local Health Officers to establish criteria for safely conducting public meetings. Boards, Councils, Commissions, and other bodies that conduct public meetings in Sacramento County may do so in-person with public attendance with the following COVID-19 mitigation measures.

- All attendees, including participants, staff, and members of the public must be seated in designated seats that are spaced **at least 6 feet** from non-household members. Meeting capacity must be limited based on the ability to maintain physical distancing.
- All attendees must comply with California Department of Public Health [Guidance for the Use of Face Coverings](#).
- Potential attendees must be instructed to stay home if they have symptoms of illness.
- Meeting organizers should consider the following:
  - Offer virtual viewing and participation options for members of the public who are unable to or uncomfortable attending in-person meetings
  - Have hand sanitizer available for attendee use
  - Have extra face coverings available for attendees who do not have one
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible (e.g. opening windows and doors, if feasible)
  - Give attendees the option to share their names and contact information to aid in contact tracing, if necessary
  - Post signage and make announcements to remind attendees to follow all meeting guidelines

We appreciate your adherence to these guidelines in order to keep public meetings as safe as possible.

Sincerely,

Olivia Kasirye, MD, MS  
Public Health Officer

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**Division of Public Health**

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