

## **TJPDC Office and Meeting Policies**

### ***May 1, 2022***

**The TJPDC continues to be conscious of the evolution of COVID-19 and is modifying its policies, plans and guidance accordingly. Our expectation for office operations and TJPDC-sponsored meetings is to ensure that we continue to work in a manner that protects and supports employees, tenants, visitors and community members. Accordingly:**

**Office:** Effective May 1, 2022, the TJPDC office will be open to the public Monday – Thursday, with full-time employees expected to work on-site for a full day, three days per week, using a staggered schedule. The schedule will be developed cooperatively in order to continue to assemble team members together on specific days. All employees will be expected to be in the office on Wednesdays, when in-person staff meetings will be held (every other week). Employee requests for modifications to the schedule will be handled by your supervisor on a case-by-case basis when there are extenuating circumstances. No pets are allowed in the office.

**Employees:** Our policy will be to follow CDC guidelines with regard to masking and physical distancing in the office, per the [COVID-19 Community Level](#) tool (for the City of Charlottesville). Employees who are sick or feeling sick should stay home. In the case of an employee who had a positive COVID test, that individual is encouraged to contact those people with whom the employee came in contact in the preceding five days. Tenants also are encouraged to follow the CDC guidelines with regard to masking and physical distancing in the office.

**Meetings:** Meetings of the TJPDC and public bodies under its umbrella are expected to be held in person, effective June 1, 2022. TJPDC's Conference Room 1 and Water Street Center may be used for such meetings, with consideration given to the typical number of attendees when securing meeting space. Concerning meetings for which TJPDC has lead staff responsibilities, the lead staff member, plus another support staff member, as applicable, shall be present in person. Staff and outside presenters also may participate remotely. Public body members may participate remotely per a Remote Participation Policy adopted by the body. Visitors to the office are encouraged to follow the CDC guidelines with regard to masking and physical distancing in the office.

**\* See also the updated Administrative Policy Teleworking, Telecommuting and Remote Work from Home Policy.**  
**\*\*This guidance replaces the TJPDC Office Return to Office Policy and Plan (last updated 7-1-21). It will remain in effect until further notice and is subject to revision at any time at the discretion of the TJPDC Executive Director, as conditions change or warrant.**

## **REMOTE ELECTRONIC PARTICIPATION**

This purpose of this policy is to provide for the Thomas Jefferson Planning District Commission (TJPDC) to permit a member to participate in a Commission meeting through electronic communication means from a remote location, provided that:

### **A. Notification of Inability to Attend Because of Personal Matter, Disability, Medical Condition or Location.**

On or before the day of the meeting, the member shall notify the Chair that he or she is unable to attend the meeting due to a personal matter; a temporary or permanent disability or other medical condition that prevents physical attendance; that a family member's medical condition requires the member to provide care for such family member; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. The member must identify with specificity the nature of the personal matter.

### **B. Quorum Physically Assembled; Approval of Remote Electronic Participation.**

A quorum of the Commission must be physically assembled at the primary or central meeting location. The Commissioners present must approve of the remote electronic participation; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

### **C. Record of Action.**

The Commission's minutes shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, as well as the remote location from which the absent member participated. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the Commission's minutes with specificity.

### **D. Audibility of Absent Member.**

The Commission shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.

### **E. Limitation on Remote Electronic Participation in Calendar Year.**

Electronic participation by the absent member as provided in this policy shall not exceed two, or 25% of the meetings rounded up the next whole number, whichever is greater, Commission meetings in each calendar year.

(Authorized pursuant to *Code of Virginia* § 2.2-3708.2)  
(Approved June 3, 2021)