



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000
Governor Asa Hutchinson
José R. Romero, MD, Secretary of Health

January 19th, 2021

TO: County and City Government Officials

FROM: J. Terry Paul, R.S. Environmental Health Branch Chief – Arkansas Department of Health

RE: County/City Government Operational Meetings

In lieu of formal plans for Quorum Court, City Council, and government committee meetings, County and City officials may comply with the plan submission requirements of the Directive for Large Indoor Venues by completing this document in agreement with the below provisions:

- Signage pertaining to COVID 19 symptoms and exclusions will be posted at the entrance to the venue. Signage may be downloaded [HERE](#)
- All attendees should be screened prior to entry by asking the following questions. Any person answering in the affirmative must be excluded.
 - Have you had a temperature of 100.4°F in the last 48 hours?
 - Do you have a cough, difficulty breathing, chills, muscle aches (myalgias), sore throat, headache, recent loss of taste or smell, nausea, vomiting, or diarrhea?
 - Have you had contact with a person known to have tested positive for COVID 19 in the past 14 days?
- Face coverings are required for all persons present, except for children under ten (10) years of age, who are not required, but strongly encouraged, to wear a face covering. Children less than two (2) years of age should not wear a facial covering.
- All seating must be arranged to maintain six (6) feet distancing from occupied seat to occupied seat.
 - Household groups may sit together, but six (6) feet should be maintained between groups.
- Hand sanitizer stations shall be located at the entrance/exit of the venue.
- The facility, including seating, shall be cleaned and disinfected before and after each use. Frequently touched surfaces shall be cleaned periodically during the course of the event. Products with an EPA-approved emerging viral pathogen claims are expected to be effective against COVID-19. Follow the manufacturer's instructions for these products. For a list of EPA-approved emerging pathogen sanitizers: <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>
- The presenter/speaker podium must be separated from the audience members by at least twelve (12) feet.
- Microphones, if applicable, will be sanitized between use and/or changed out between speakers.
- The use of live-streaming or radio/television broadcasting should be used and promoted when possible.

Maximum Number of Attendees with six (6) feet physical distance: _____
(Calculation: Occupiable space of the room (sq. Ft.) _____ /36 sq. Ft.)

The Arkansas Department of Health may conduct inspections as necessary to ensure compliance.

Each County Judge or Mayor shall review and sign this document. Signing this document attests to the fact that COVID-19 is a serious illness and the County/City will abide by the Directives of the Governor of Arkansas and the Secretary of Health.

Please sign and return a scanned copy to adh.ehs@arkansas.gov

County Judge/Mayor Signature

County/City Name

Date