

Opening Greeting for Community Meetings

This guidance is for meetings where participants can practice social distancing (keeping a 3-6 foot distance between participants).

- Hello, before we start this evening's meeting, we want to inform you about the City's response to the latest guidance from the Santa Clara County Public Health Department to slow the spread of the novel coronavirus (COVID-19) and to reduce the number of people infected.
- The City is in Stage 4, High Response Level, of its Pandemic Response Plan. This means that there is high risk to the local population.
- While the City's <INSERT DEPARTMENT> is continuing regular operations, this evening we ask you to:
 1. Avoid customary handshaking
 2. Sit and stand at least 3-6 feet apart
 3. Cover your nose and mouth when you sneeze or cough with a tissue or flexed elbow.
 4. We have tissues available. After using a tissue, throw it in the trash and wash your hands with soap and warm water. Hand sanitizer is also available.
 5. Avoid touching your eyes, nose, and mouth.
- Per guidance from the County Public Health Department, to reduce the duration of gatherings, we will end the meeting promptly at XXX. However, we want you to know that you have a variety of ways to give us your input. If you call or email us your comments, we assure you we will consider those comments as much as if you are present in the meeting. My phone number and email address are included on the meeting agenda.
- Thank you.