



TELECONFERENCING GUIDELINES FOR PUBLIC PARTICIPATION IN THE ALAMEDA COUNTY PUBLIC WORKS AGENCY MEETINGS INCLUDING: TREE ADVISORY BOARD; UNINCORPORATED COUNTY BICYCLE-PEDESTRIAN ADVISORY COMMITTEE, AND OTHER NOTICED MEETINGS.

Alameda County has issued a health officer order directing its residents to **shelter in place**. The initial order became effective March 17, 2020 and has been extended until rescinded, due to the novel coronavirus that emerged in 2019 (COVID-19).

In response to the COVID-19 pandemic, California Governor Gavin Newsom issued Executive Order N-29-20, governing the convening of public meetings. Pursuant to the Executive Order, members of public bodies may participate in their meetings without being physically present (via teleconference), and no teleconference locations for the public are required to be provided or noticed in the meeting agenda.

In Person Participation Prohibited

Due to the public health emergency, the County of Alameda is making several changes related to meetings to protect the public's health and prevent the disease from spreading locally. Due to the COVID-19 public health emergency, the Public Works Agency is using the Zoom Webinar platform for virtual meetings during this time.

Please consult the notice for the meeting you want to participate in – you may have received a notice in the mail, seen a notice in a local newspaper, or viewed the notice at the County's and/or Public Works Agency websites.

- To observe the meeting by video conference, please enter the unique Zoom Webinar address contained in the meeting notice into your web browser to join the webinar.
 - Additional video conference instructions: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining a-meeting
 - If you are using a laptop, use the raise your hand button when you are called to speak and unmute your speaker.
- To listen to the meeting by phone, please call one of the numbers indicated on the meeting notice. For higher quality, dial a number based on your current location.
 - If you are calling in: dial *9 to raise your hand to speak. When you are called to speak the host will unmute you to enable you to be heard.
 - If you decide not to speak, you may hang up and dial back into the meeting or simply notify the meeting moderator that you do not wish to speak. - If asked for a participant ID or code, press#.

- Additional instructions on how to join a meeting by phone are available at:
<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-Zoom-meeting-by-phone>

Written Comment is accepted at any time through the staff assigned to the meeting.

Copies of all written comments will be provided to the Committee members and will be added to the official record. **Comments will NOT be read into the record.**

ADA Accessibility: If you require a reasonable modification, a Sign Language interpreter or other accommodations may be available upon five working days' notice by calling (510) 605-6632.