

Tips for successfully completing the Risk Assessment process for community engagement activities

To reduce the risk of spreading the COVID-19 virus and prioritize the health and safety of Metro employees, visitors, guests and people of the communities it serves, Metro will provide direction to community engagement staff for all engagement activities implemented by or participated in as a Metro employee. This includes the successful and approved completion of the risk assessment process prior to engagement occurring.

The Community Engagement policy is guided by the principle of centering the lives of Black, Indigenous, and people of color. All proposed engagement activities whether virtual or in-person should meet one or more of the following principles:

- Invests available resources in Black, Indigenous and other communities of color first
- Facilitates a process for BIPOC to reclaim and use their power
- Contributes to the protection, prevention, and repair of harm in the engagement process as well as in the intended outcomes of the project, policy, or investment
- Strengthens relationship-based engagement with BIPOC to move away from historical power structures of white centered transactional processes
- Co-creates engagement activities to ensure mutual benefit when partnering with community-based organizations
- Considers and revises timelines of planned policies, projects or plans if meaningful engagement is not feasible during the original timelines

The purpose of this document is to support the guiding principles and provide Metro staff tips to best navigate and successfully complete the risk assessment process.

Provided below are a few tips for Metro staff in navigating the risk assessment process when planning on conducting in-person community engagement activities. For any questions regarding the risk assessment or to begin the process, please contact the Risk Assessment Team at Risk.Assessment@oregonmetro.gov.

Planning your community engagement:

Ensure that the activity prioritizes Black, Indigenous and other people of color, provides equal and equitable access and protects health and safety.

Prior to engagement, determine public perception, need, or consensus from community members for in-person engagement opportunities.

As you plan your engagement, connect with the risk assessment team and read [When to Complete a Risk Assessment Process](#).

Ensure that all staff are aware of the risk assessment process, and have the opportunity to be included and provide feedback during the process.

Inform community partners and volunteers of Metro's COVID policies and procedures at start or prior to engagement. This includes informing that a risk assessment process may need to be completed.

Throughout the Risk Assessment Process and Implementation:

Staff COVID Training

All Metro staff and volunteers are required to complete Metro COVID training before engaging in an activity or operation. Training and materials are provided through the Advanced Planning Team Trainers and Communications Department.

Develop a training plan for Metro staff to facilitate trainings for community partners and volunteers, as needed when conducting activities on behalf of Metro

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Symptom Screening and Temperature Check

Conduct symptom screening and temperature check at home, before arriving to a non-Metro site or work site in which procedures are not in place. If an at-home thermometer is available, please conduct a temperature check.

Case Notification for Community Members

Ensure that Metro staff leading a community engagement activity makes their contact information available to all participants.

Allow community members to voluntarily provide name and contact information to be used as notification in the situation that a confirmed case of an attendee or staff member is made known.

Develop a communication plan to inform community members and attendees of a confirmed case in a timely manner.

Non-Compliance

Inform community members of the following process in the case that policies are not followed:

1. Staff member kindly reminds all community members of COVID policy and practices.
2. Staff member kindly asks community member to follow COVID policy and practice.
3. Staff member requests that a manager/supervisor/team lead speak to the community member.
4. Individual will not be invited back to future engagement activities during COVID-19.