

Transition Plan for Re-opening Indian River County



Overarching Goal

Provide a conditions based methodology for the decision making process to reopen County facilities and provide guidance for community re-openings, where not already addressed by the federal government or the State of Florida. This process will be conducted in a thoughtful and deliberate manner to protect the health and safety of Indian River County residents while considering the economic impacts on taxpayers. This systematic approach should also enhance confidence among residents to ensure a successful re-opening as conditions warrant.

Purpose

Develop a framework for the County to plan and prepare for re-opening various County facilities for public use, provide additional guidance for community re-openings, and ensure proper procedures and protocols for the County in its role as an employer. This document will guide a phased approach to determine the timing and methodologies for opening operations in a multi-phase plan that allows for a return to functionality in a way that minimizes the risk of resurgence and protects the most vulnerable from COVID-19.

Guiding Documents

White House Guidelines for Opening Up America Again* – released on April 16, 2020 (copy attached)

Governor Ron DeSantis Executive Orders issued in response to COVID-19 (various)

Local declaration of emergency and local orders and relevant County policies

**Note: This plan is separated into three phases as outlined in the Opening Up America Again guidelines. These guidelines have been used as a framework for building Indian River County's local plan.*

Additional Resources and Stakeholder Input

Indian River County Health Department

Indian River County Emergency Management

Healthcare Providers (hospitals, assisted living facilities, etc.)

Local business community (Chambers of Commerce, other business representatives) with additional focus on industries that have been most adversely impacted

Indian River County Sheriff's Office

Local Municipalities

Other State and local government officials as appropriate

State and Local Gating Criteria

The Guidelines for Opening Up America Again (“The Guidelines”) provided State or regional Gating Criteria that are to be satisfied before proceeding to Phased Opening. Indian River County’s local planning will be conducted in accordance with determinations made at the State level, along with any adjustments for local conditions and considerations as appropriate. The gating criteria are conditioned upon downward trajectories in symptoms and cases along with hospital capacity and testing requirements.

- The first consideration is to follow State determination on gating criteria. This could be done statewide, or regionally.
- Consider local data as appropriate. This can include local case trajectories (*5-day moving average), percent positive tests, etc.
- Consult with the Health Department and healthcare providers such as the hospitals for other relevant data.

In addition to the Gating Criteria, The Guidelines lay out certain Core State Preparedness Responsibilities (“Core Responsibilities”) that are a prerequisite to entering Phase 1. These include certain requirements in the following areas:

- Testing and Contact Tracing
- Healthcare System Capacity
- Plans (to protect essential workers, social distancing protocols, monitoring conditions, etc.)

The Plans section of Core Responsibilities identifies the need to protect employees and users of mass transit. Accordingly, special sanitation precautions have been implemented on the County’s mass transit system, the GoLine, and these will remain in effect throughout all phases. Precautions include rear-door loading, spacing through seat closures, passenger count limitations, nightly disinfectant fogging and frequent wipe-downs.

The County will consult with the Health Department, local hospitals, assisted living facilities and other key stakeholders to ensure that the preparedness responsibilities are adequate for entering Phase 1.

Guidelines for County as an Employer – All Phases

The Opening Up America Again framework includes guidelines for all phases for employers. The County has implemented policies that conform to these Guidelines based upon current conditions. As we move through this event, current policies and practices can be adjusted based upon changing conditions. These policies can also serve as a template for local employers that can make adjustments as needed for their unique work environments. The guidelines for employers call for the development and implementation of appropriate policies in six (6) specific areas as outlined below (along with County policies as appropriate):

- **Social distancing and protective equipment** – Each County work group is being provided with protective equipment as warranted based upon the group’s unique characteristics and consistent with Centers for Disease Control (CDC) recommendations. Some departments have limited interaction with the public under current operations. As facilities are re-opened to the public, the need for protective equipment shall be re-evaluated prior to opening. Social Distancing measures have also been tailored to different work groups. Protective equipment and social distancing protocols will be developed and adjusted prior

to facility openings. These protective equipment recommendations will be consistent with CDC guidance.

- **Temperature Checks** – County staff has developed the following protocol for temperature checks based upon the benefits and risks of various options:
 - The County will encourage employees to check their temperatures daily before reporting to work.
 - For employees without thermometers, the County will provide thermometers at various locations for employees to check their own temperatures. Employees must use gloves and disinfect the thermometer prior to and after use (County to provide).
 - In applicable work groups, qualified individuals will administer temperature checks.
 - Any employee with a fever at 100.4 degrees or above will not be authorized to work. If an employee has a fever and is unable to work it must be reported to Human Resources. Employees will be directed to contact the Health Department or their physician for guidance on next steps. First responder temperature checks are managed by EMS. The employee will be eligible to utilize available FFCRA paid sick leave under reason #3 (symptomatic and seeking a diagnosis) and personal leave balances. Sick leave donations are also permitted. If there are no paid leave benefits available, the employee would be placed in an unpaid leave status and be eligible to apply for pandemic unemployment assistance through the Florida Department of Economic Opportunity (DEO). For assistance, contact the Reemployment Assistance Contact Center by calling (800) 204-2418. Return to work will be coordinated through Human Resources under Centers for Disease Control (CDC) return to work guidelines. Personal masks are encouraged and may be used as approved by Supervisor. The County will continue to encourage any employees who feel sick to stay home.
- **Testing, isolating, and contact tracing** – Employees exhibiting symptoms will be sent home and the occurrence of a symptomatic employee will be reported to Human Resources. For qualifying absences, available FFCRA paid sick leave may be used. When the FFCRA paid sick leave is exhausted, employees are eligible to utilize available paid leave. For the employee's own illness, sick leave donations may be requested. If there are no paid leave benefits available, the employee would be placed in an unpaid leave status and be eligible to apply for pandemic unemployment assistance through the Florida Department of Economic Opportunity (DEO). For assistance, contact the Reemployment Assistance Contact Center by calling (800) 204-2418. In the event that an employee tests positive for COVID-19, Human Resources will coordinate with the local Health Department to ensure proper contact tracing is conducted to identify any coworkers, or members of the public that may need isolation, quarantine or testing. Return to work will be coordinated through Human Resources under CDC return to work guidelines with appropriate guidance from the local Health Department. Personal masks are encouraged and may be used as approved by the Supervisor. The County will continue to encourage any employees who feel sick to stay home.
- **Sanitation** – The County has implemented additional sanitation and cleaning routines per CDC guidance utilizing EPA approved cleaning supplies throughout our facilities conducted by contracted custodial services. This has been supplemented with extra wipe-downs by Facilities Management staff. Additional cleaning and special attention is provided to high-touch surfaces (door handles, counter tops, bathrooms, stairwells, handrails, etc.). Additional sanitation protocols will be followed in areas where employees are returning to onsite work locations. This will continue for throughout all phases.
- **Use and disinfection of common and high-traffic areas** – The County has adjusted operations to minimize high traffic areas through reduced face-to-face transactions across the entire organization. Additionally, the sanitation protocols listed above have been applied with attention to high traffic areas.
- Minimize **non-essential travel** and adhere to CDC guidelines regarding isolation following travel. Out of state travel has been cancelled through the end of the current fiscal year (September 30th). All out of

County travel has been canceled through the end of May. Staff will continue to monitor conditions and will revise these limitations as necessary.

- **Personnel who are Members of a Vulnerable Population** – During phase one and phase two, the County will support precautions and special accommodations to mitigate risk to employees who are vulnerable due to age or due to a serious underlying health condition unless doing so would create an undue hardship. Requests for accommodation will be submitted to the Department Head who will review the request with Human Resources. Reasonable accommodations will be reviewed and evaluated to allow employees to continue working and performing essential job functions.

Phase 1

The County, with guidance and direction from the Governor and the Florida Department of Health, should not enter Phase 1 until all Gating Criteria and Core State Preparedness Responsibilities are met based upon State and local conditions. This criteria shall be used in the decision-making process to reopen County facilities, community activities, and adjustments to our employment policies.

Key Phase 1 Opening Up America Again Guidelines

- All vulnerable individuals (elderly and those with certain serious underlying health conditions) should continue to shelter in place.
- All individuals, when in public should maximize physical distance from others. Social settings of more than **10 people** should be avoided unless precautionary measures are observed.
- Schools and organized youth activities should remain closed.
- Visits to senior living facilities and hospitals should be prohibited.
- Large venues (e.g. sit-down dining, movie theaters, sporting venues, places of worship) can operate under **strict** social distancing protocols.
- Gyms can open if they adhere to strict physical distancing and sanitation protocols.
- Bars should remain closed.

County Considerations

Monitor State orders and guidance regarding the venues listed above. Consider whether any adjustments may be appropriate based upon local conditions and unique characteristics.

Organized youth activity prohibition would preclude the County from operating events such as summer camps or team sports or providing facilities for other entities to conduct such events. There should be consideration regarding limiting such events regardless of the organization in a manner to limit the spread of COVID-19.

County Facility Considerations

It may be appropriate to open certain County facilities or make additional adjustments to operations. Any decisions should consider the risks of spreading COVID-19, and be made in an effort to mitigate the risk of resurgences, and protect the most vulnerable populations. Prior to re-opening any facilities, plans should be

developed to ensure that proper social distancing, personal protective equipment, signage, and sanitation is in place to limit risks. Plans will include recommendations for the public and staff to wear (cloth) face masks as appropriate. Any facility re-opening that cannot satisfy the Phase 1 guidelines should not occur. The types of facilities below may be appropriate for consideration during this phase. This does not necessarily mean that the listed facilities will be opened during this phase, and may be considered in future phases. Facility opening might occur at any point during the current phase, not necessarily at the beginning of the phase.

- Beaches (Level 2*)
- Golf Course (Level 2*)
- Shooting Range (Level 1*)
- Outdoor recreational facilities (e.g. sports fields, courts, playground equipment)
- Libraries (curbside only*)

Note: County facilities may be identified in multiple phases of the plan, as openings may not occur in the phase first listed.

**Phasing levels and protocols for each facility will be further defined as appropriate in facility specific operational plans.*

County Employment Policy Considerations

The Guidelines call for employers to:

- **Continue to encourage telework** – Maintain current policies on telework. Encourage those employees currently teleworking either full or part time to continue to do so similar to current practice.
- **Return to work in phases** – Employees on staggered shifts, reduced crew size, etc. should continue similar to current practice.
- **Common areas** – Employees will not be allowed to congregate in common areas (e.g. break rooms). Social distancing shall be maintained at all times in these areas.
- **Strongly consider special accommodations for personnel who are members of a vulnerable population** – Maintain current policies regarding vulnerable population. Current policies include telework, alternating telework, staggered shifts, flexible work schedules, etc. Monitor Governor’s Executive Orders for a change in guidance on this issue and make adjustments as necessary.

The above policies have been developed to conform to The Guidelines based upon current conditions. As we move through this event, current policies and practices can be adjusted based upon changing conditions. These policies can also serve as a template for local employers that can make adjustments as needed for their unique work environments.

Phase 2

The County, with guidance and direction from the Governor and the Florida Department of Health, should not enter Phase 2 until all Gating Criteria have been satisfied a second time (14 Day minimum). This criteria shall be used in the decision-making process to reopen County facilities, community activities, and adjustments to our employment policies.

Key Phase 2 Opening Up America Again Guidelines

- All vulnerable individuals (elderly and those with certain serious underlying health conditions) should continue to shelter in place.
- All individuals, when in public should maximize physical distance from others. Social settings of more than **50 people** should be avoided unless precautionary measures are observed.
- Non-essential travel can resume.
- Schools and organized youth activities can reopen.
- Visits to senior living facilities and hospitals should be prohibited.
- Large venues (e.g. sit-down dining, movie theaters, sporting venues, places of worship) can operate under **moderate** social distancing protocols.
- Gyms can open if they adhere to strict physical distancing and sanitation protocols.
- Bars may operate **with diminished occupancy** where applicable and appropriate.

County Considerations

Monitor State orders and guidance regarding the venues listed above. Consider whether any adjustments may be appropriate based upon local conditions and unique characteristics.

County Facility Considerations

It may be appropriate to open certain County facilities or make additional adjustments to operations. Any decisions should consider the risks of spreading COVID-19, and be made in an effort to mitigate the risk of resurgences, and protect the most vulnerable populations. Prior to re-opening any facilities, plans should be developed to ensure proper social distancing, personal protective equipment, signage, and sanitation is in place to limit risks. Plans will include recommendations for the public and staff to wear (cloth) face masks as appropriate. Any facility re-opening that cannot satisfy the Phase 2 guidelines should not occur. The types of facilities below may be appropriate for consideration during this phase. This does not necessarily mean that the listed facilities will be opened during this phase, and may be considered in future phases. Facility opening might occur at any point during the current phase, not necessarily at the beginning of the phase.

- Beaches (Level 2*)
- Golf Course (Level 2*)
- Shooting Range (Level 2*)
- Outdoor recreational facilities (e.g. sports fields, courts, playground equipment)
- County pools (Level 1/partial/limited occupancy*)
- iG Center (limited occupancy/Level 1*)
- Fairgrounds (limited occupancy*)
- Campgrounds
- Libraries (curbside/limited occupancy, etc.*)

Note: County facilities may be identified in multiple phases of the plan, as openings may not occur in the phase first listed.

**Phasing levels and protocols for each facility will be further defined as appropriate in facility specific operational plans.*

County Employment Policy Considerations

The Guidelines call for employers to:

- **Continue to encourage telework** – Maintain current policies on telework. Encourage those employees currently teleworking either full or part time. May begin reducing amount of telework as appropriate and determined by operational needs if done while minimizing risks.
- **Return to work in phases** – Employees on staggered shifts, reduced crew size, etc. should continue similar to current practice. May begin to reduce these measures if appropriate and determined by operational needs if done while minimizing risks.
- **Common areas** – Employees will not be allowed to congregate in common areas (e.g. break rooms). Social distancing shall be maintained at all times in these areas.
- **Strongly consider special accommodations for personnel who are members of a vulnerable population** – Maintain current policies regarding vulnerable population. Current policies include telework, alternating telework, staggered shifts, flexible work schedules, etc. Monitor Governor’s Executive Orders for a change in guidance on this issue and make adjustments as necessary.
- **Non-essential travel can resume** – consider lifting in-State travel limitation if appropriate.

The above policies have been developed to conform to The Guidelines based upon current conditions. As we move through this event, current policies and practices can be adjusted based upon changing conditions. These policies can also serve as a template for local employers that can make adjustments as needed for their unique work environments.

Phase 3

The County, with guidance and direction from the Governor and the Florida Department of Health, should not enter Phase 3 until all Gating Criteria have been satisfied a third time (14 Day minimum). This criteria shall be used in the decision-making process to reopen County facilities, community activities, and adjustments to our employment policies.

Key Phase 3 Opening Up America Again Guidelines

- All vulnerable individuals (elderly and those with certain serious underlying health conditions) **can resume public interactions, but should practice physical distancing**, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.
- **Low-risk populations should consider minimizing time spent in crowded environments.**
- Visits to senior living facilities and hospitals **can resume**. Maintain diligence about hygiene.
- Large venues (e.g. sit-down dining, movie theaters, sporting venues, places of worship) can operate under **limited** social distancing protocols.
- Gyms can open if they adhere to **standard sanitation** protocols.
- Bars may operate **with diminished occupancy** where applicable and appropriate.

County Considerations

Monitor State orders and guidance regarding the venues listed above. Consider whether any adjustments may be appropriate based upon local conditions and unique characteristics.

County Facility Considerations

It may be appropriate to open certain County facilities or make additional adjustments to operations. Any decisions should consider the risks of spreading COVID-19, and be made in an effort to mitigate the risk of resurgences, and protect the most vulnerable populations. Prior to re-opening any facilities, plans should be developed to ensure proper social distancing, personal protective equipment, and sanitation is in place to limit risks. Plans may include recommendations for the public and staff to wear (cloth) face masks as appropriate. Any facility re-opening that cannot satisfy the Phase 3 guidelines should not occur. The types of facilities below may be appropriate for consideration during this phase. This does not necessarily mean that the listed facilities will be opened during this phase. Facility opening might occur at any point during the current phase, not necessarily at the beginning of the phase.

- Beaches (Level 2*)
- Golf Course (Level 2*)
- Shooting Range (Level 2*)
- Outdoor recreational facilities (e.g. sports fields, courts, playground equipment)
- County pools (Level 1/Level 2*)
- iG Center (limited occupancy/full occupancy/Level 2*)
- Fairgrounds
- Campgrounds
- Libraries (limited occupancy/full occupancy with social distancing)

Note: County facilities may be identified in multiple phases of the plan, as openings may not occur in the phase first listed.

**Phasing levels and protocols for each facility will be further defined as appropriate in facility specific operational plans.*

County Employment Policy Considerations

The Guidelines call for employers to:

Resume unrestricted staffing of worksites.