



**LEON COUNTY
GOVERNMENT**
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Leon County COVID-19 Response & Re-opening Plan

A ROADMAP TO PROTECT, MITIGATE, AND RECOVER

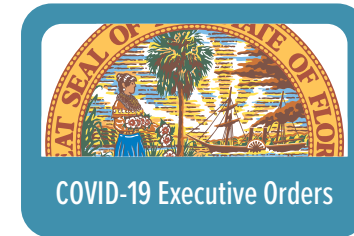
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Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY



Publication Date May 21, 2020



Table of Contents

Introduction.....	3
Guiding Documents.....	4
Stakeholder Engagement	5
Community Objectives.....	6
Phased Approach.....	7
Gating Criteria	8
Guidelines for All Phases	10
Phase 1	14
Phase 2 (projected).....	18
Phase 3 (projected).....	22

The Leon County Re-opening Plan provides a framework and guidance for the community to both navigate and plan for the phases of re-opening in a manner that minimizes the risk of resurgence and protects the most vulnerable from COVID-19. As part of this phased approach, the Re-opening Plan also details the planned restoration of County services, operations, and facilities for public use which will be achieved as the County organization continues to implement the proper procedures and protocols in its role as an employer. The Leon County Re-opening Plan seeks to provide greater specificity about how the state's plan applies to Leon County individuals and employers, as well as a roadmap of what we might expect over the longer-term as we deal with the health threats and economic disruption of a global pandemic, locally.

The County's Re-opening Plan follows Federal guidance included in the Opening Up America Again guidelines published by the White House Coronavirus Task Force and the Centers for Disease Control and Prevention (CDC), and the Re-Open Florida Task Force Plan for Florida's Recovery. Federal guidelines explicitly call for a phased approach to re-opening using the health-related gating criteria developed by the CDC to be implemented **on a statewide or county-by-county basis at the Governor's discretion**. By Executive Order, Governor DeSantis used his discretion to develop a statewide re-opening plan utilizing

the CDC gating criteria and directed that the "initial Phase 1" of Florida's re-opening begin on May 4, 2020. On May 15, 2020, the Governor initiated the next steps under "full Phase 1".

The County's Re-opening Plan reflects the Governor's Executive Order (#20-123) for full Phase 1 and will be updated to reflect the Governor's future phases. However, given all the uncertainty around COVID 19, this plan includes projections and working assumptions for subsequent phases. These projections and assumptions related to future phases are intended only to help individuals and employers in our community know what we might expect in future phases. Similarly, the protocols and practices within each phase of the plan will be adjusted based upon changing conditions, future Executive Orders by the Governor, and direction from the Leon County Board of County Commissioners.

At the onset of the pandemic and activation of the Leon County Emergency Operations Center, the County's initial objectives focused on slowing the spread of the infection, 'flattening the curve' to ensure our local hospital capacity would not be overwhelmed, and protecting the needs of our most vulnerable populations. This included an aggressive public information campaign, addressing rising food insecurity, activating hospital surge plans, PPE distribution, and standing up test sites. As we transition from strict

physical distancing to a gradual phased re-opening and look ahead, the ongoing emphasis is to minimize the risk of a COVID-19 resurgence in our community. This necessitates a "new normal" for nearly every aspect of our lives including our workplaces, educational institutions, places of worship, and leisure activities.

Over the past two months, our community has continuously demonstrated its vigilance in better understanding the risks associated with the novel virus, adherence for the guidance issued by local health officials, and compliance with the Safer-At-Home orders. COVID-19 and the implementation of the County's phased re-opening plan will undoubtedly alter our daily routines, public interactions, and the appearance of workplaces and employees.

As we transition into re-opening phases across the nation, state and here locally, it is important to note that at the time of this writing there is no vaccine for the virus, and no therapeutic that reduces morbidity. A phased re-opening, guided by health data, will not only help us recover economically, but may provide the time necessary to control spikes, develop a vaccine and scale its production as we continue to protect lives and begin to reset livelihoods.

For future updates to this plan, see www.LeonCountyFL.gov/COVID19-Reopen.

Guiding Documents

The following documents provide the guidance for the *Leon County COVID-19 Response & Re-opening Plan*. Consistent with federal and state guidance, the County Plan utilizes a phased approach and the CDC gating criteria.

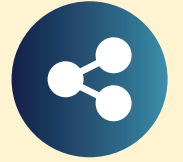
- White House Guidelines for Opening Up America Again
- Governor Ron DeSantis Executive Orders issued in response to COVID-19 (various)
- Safe. Smart. Step-by-Step. Plan for Florida's Recovery. Report to Governor DeSantis from the Re-Open Florida Task Force
- Public Health Principles for Phased Re-opening During Covid-19: Guidance for Governors – John Hopkins Bloomberg School of Public Health, Center for Health Security
- Local declaration of emergency, local orders and relevant County policies



County's Ongoing Stakeholder Engagement

Leon County Emergency Management's COVID-19 coordinating efforts will continue to utilize an Incident Command Structure to activate and engage critical stakeholders in response, mitigation and recovery efforts in the County and region, including (but not limited to):

- Primary Healthcare (Bond, Neighborhood, TPCA, CHP, Capital Medical Society, pediatrics, other primary providers, etc.)
- Long-Term Care Facilities, Nursing Homes, and Assisted Living Facilities
- Big Bend Community Organizations Active in Disaster (Salvation Army, American Red Cross, etc.)
- First Responders, Paramedics, and Law Enforcement Organizations
- Business and Industry (now transitioned to OEV's Re-Opening Tallahassee-Leon County)
- County / City Incident Command Coordination (with liaisons in the Emergency Operations Center)
- Nearly 200 facilitated phone calls / meetings
- More than 4,000 diverse participants from every discipline
- Homelessness as a Vulnerable Population (Kearney Center, HOPE Community, Big Bend Continuum of Care, etc.)
- Healthcare Surge (TMH, CRMC, Select Specialty, Encompass, FDOH)
- Educational Partners (Leon County Schools, FAMU, FSU, TCC, private schools, etc.)
- Regional Florida Division of Emergency Management
- Statewide Florida Division of Emergency Management
- White House Intergovernmental Affairs (State, Local, and Tribal governments)



Leon County's Community Objectives for Response & Recovery for COVID-19

Initial objectives were established in February 2020 by Leon County Emergency Management in coordination with the Florida Department of Health and will remain in place until the COVID-19 pandemic is no longer a public health emergency, **conceivably six months to a year or longer.**



Data-driven decision making based on public health benchmarks and trajectories



Slow the spread and mitigate the risk of resurgence of COVID-19 through ongoing planning, coordination, and public health intervention



Protect and preserve the health and safety of vulnerable populations (elderly, homeless, underlying medical conditions, food insecure, etc.)



Locally facilitate and support the State's plan to increase community testing and contact tracing



Support hospitals through healthcare surge planning and resource allocation



Conduct holistic, aggressive public information to educate citizens on public health measures like face mask use, physical distancing, and other resources



Provide State-resourced personal protective equipment to frontline healthcare workers and long-term care facilities



Address rising food insecurity by supporting operations of local and regional food banks and pantries



Re-open in a safe, smart, and measured way in alignment with the State's plan and Governor's Executive Orders



Support communitywide long-term recovery with local, state, and federal resources



Leon County's Phased Approach

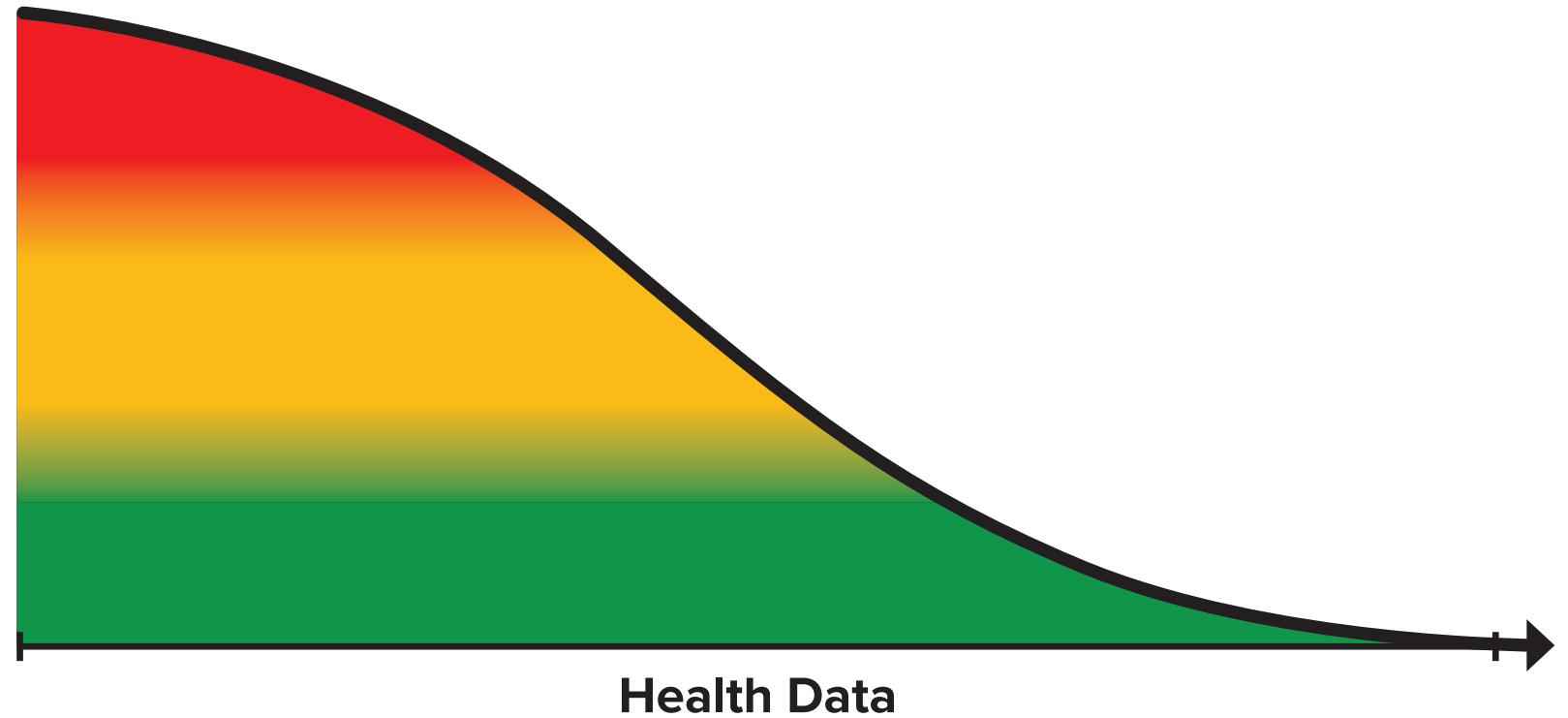
Phase 1

Phase 2

Phase 3

Leon County's *COVID-19 Response & Re-opening Plan* is **consistent with federal and state phasing guidelines**.

Advancement between phases is based on **downward trajectory of public health indicators such as new COVID-19 cases and COVID-like symptoms**.





Gating Criteria

Phased Re-opening Guided by Health Data

State Gating Criteria

The state's gating criteria guide the *Leon County COVID-19 Response & Re-opening Plan*. The state establishes, maintains and determines when the health benchmarks of the Safe. Smart. Step-by-Step Plan are met. These health benchmarks include:

- Maintaining hospital capacity
- Monitoring COVID-19 test positivity rate
- Number of emergency department visits with influenza-like illness
- Number of emergency department visits with COVID-like illness
- Number of documented new COVID-19 cases
- Percentage positive of tested and rate over time

The Guidelines for Opening up America Again and the Safe. Smart. Step-by-Step. Plan for Florida's Recovery provide the gating criteria to be satisfied before proceeding to the phased openings. Leon County's local phasing will reflect determinations made at the State level. The gating criteria are conditioned upon downward trajectories in symptoms and cases along with hospital capacity and testing requirements.





Guidelines for All Phases

Community Guidelines for All Phases: Individuals



Individuals in the community, throughout all phases of the plan, are encouraged to continue the following practices:

Continue to Practice Good Hygiene

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using face coverings while in public, and particularly when using mass transit.

People Who Feel Sick Should Stay Home

- Do not go to work or school.
- Contact and follow the advice of your medical provider.

Face masks are recommended for all those in face-to-face interactions and where you cannot social distance.



CDC

Community Guidelines for All Phases: Employers



Leon County **employers** are encouraged to develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- Social distancing and protective equipment
- Temperature checks
- Testing, isolating, and contact tracing
- Sanitation
- Use and disinfection of common and high-traffic areas
- Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

To assist the Florida Department of Health, develop and implement policies and procedures for workforce contact tracing following an employee COVID-positive test.

Leon County Government: Standard Operating Procedures



As an employer, Leon County Government has implemented organizational policies that conform to CDC and state guidelines based on current conditions. As we move through this event, current policies and practices can be adjusted based upon changing conditions.

- Arrange and/or limit furniture and seating in gathering spaces per social distancing guidelines (breakrooms, lobbies, conference rooms, etc.)
- Daily temperature checks and screenings for employees upon reporting for work
- Departmental staff shall be responsible for:
 - ▶ Cleaning areas after serving each customer (wipes, hand sanitizer, etc.)
 - ▶ Enhanced cleaning of public spaces in facilities and shared work stations and equipment
- Follow CDC guidance regarding symptomatic employees
- Incorporate engineering controls such as physical barriers where possible
- Informational and directional signage
- Maintain social distancing
- Masks/face coverings protocols:
 - ▶ Masks/face coverings shall be worn when riding with multiple employees in County vehicles.
 - ▶ Masks/face coverings shall be worn by employees and the public in County buildings and in the field when social distancing measures cannot be maintained.
 - ▶ Masks/face coverings may be worn by employees in all settings.
 - ▶ EMS shall follow CDC guidance for healthcare workers.
- Minimize use of shared items (e.g. writing instruments, paper documents, etc.)
- No handshakes, high fives, or other forms of physical contact
- Sanitize fleet vehicles: Drivers wipe down every touch surface when entering the vehicle and when they return it. (CDC Disinfection Protocols & Fleet Policy)



Phase 1

A ROADMAP TO PROTECT, MITIGATE, AND RECOVER

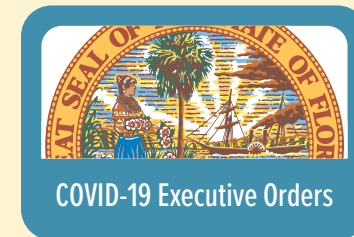
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Under the Governor's Executive Orders (#20-112, 20-120, 20-123) Leon County's Phase 1 guidelines presented here include guidance for individuals, employers, and Leon County Government. The time between phases may be weeks or months based on the health data gating criteria.

Phase 1:

Community Individuals and Employers



Consistent with Florida's Safe. Smart. Step-by-Step. Plan for Florida's Recovery and the Governor's COVID-19 Executive Orders, the following guidance applies to **individuals** and **employers** in Leon County as amended May 15, 2020 (EO 20-123):

- Visits to **senior living facilities** prohibited.
- **Vulnerable individuals** should avoid close contact with people outside the home.
- **All individuals**, when in public, should maximize physical distance from others.
- **Avoid socializing** in groups of **more than 10 people** in circumstances that do not readily allow for physical distancing.
- **Face masks** are recommended for face-to-face interactions where social distancing cannot be maintained.
- **Elective surgeries** can resume.
- **Restaurants** may offer outdoor seating with six-foot space between tables and indoor seating at **50% capacity** or a minimum of 6 feet without partitioning.
- **Retail** can operate at **50% of indoor capacity**.
- **Bars** remain **closed**.
- **Gyms** and fitness centers may operate up to **50%** of their occupancy; customers should self-sanitize machines and surfaces after use.
- **Barbershops, cosmetology salons**, and cosmetology specialty salons that adopt appropriate social distancing and precautionary measures as outlined by the Department of Business and Professional Regulation.
- **Schools** remain **distance learning**.
- **Museums** and **libraries** may operate up to **50%** capacity subject to local government approval.
- **Beaches** and **State Parks** are open for **daytime use**.
- **Professional sports** may operate and venues may host training, competitions, events and games.
- **Amusement parks** may submit re-opening plan to the State.
- Requirement to **test all staff at long-term care facilities**.

Phase 1:

Leon County Government Organizational Protocols



As an **employer**, all Leon County departments and divisions will follow state and federal guidance of Phase 1.

ALL DEPARTMENTS AND DIVISIONS:

- Maintain **telecommuting** where possible
- **Stagger shifts** and **lunch breaks**, when feasible, to minimize congregating
- Maintain **online services** and **services by phone**
- Provide services by **appointment** in lieu of walk-in
- Use **Zoom** or **phone conferences** for staff, work group, and advisory committee meetings
- **No non-essential in-person** demonstrations, events, programs, or trainings
- **No non-essential training** and **travel**
- **No volunteers** and **interns** during this phase

During each phase 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 will be developed to ensure that proper social distancing, personal protective equipment, signage, and sanitation is in place to limit risks.

Phase 1:

Leon County Government Services and Programs



COMMISSION MEETINGS

- Requirement for a **physical quorum** to be present for local government meetings is **suspended**. Local government bodies may utilize communications media technology such as telephonic and video conferencing.

LIBRARIES

- Continue to offer **telephone** and **online services** and offer **curbside service** for print and media materials at **all branches** on **normal business days** between 9 a.m. – 6 p.m. and at the main library Sunday 1 p.m. – 6 p.m.

DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

- Online Services and **by Appointment** – No Walk-ins

County facilities may be identified in multiple phases of the plan, as openings may not occur in the first phase listed. Phasing levels and protocols for each facility will be further defined as appropriate in departmental operational plans.

PARKS AND RECREATION

- **Open:** Greenways and trails
- **Closed:** Campgrounds, community centers, playgrounds, active recreation, dog parks

SOLID WASTE

- **Hazardous waste**, tires and yard debris drop off and free mulch pick-up re-open

VACATION RENTALS

- Counties may seek approval for vacation rentals to operate by submitting a written request and county vacation rental safety plan to the Florida Department of Business and Professional Regulation.

COMMUNITY AND MEDIA RELATIONS

- General and targeted messaging for phase and audience

The above policies have been developed to conform to the federal and state guidelines based upon current conditions. As the County moves through each phase, current policies and practices can be adjusted based upon changing conditions.



Phase 2 (PROJECTED)

A ROADMAP TO PROTECT, MITIGATE, AND RECOVER

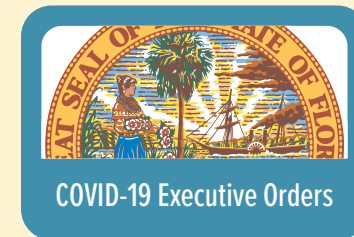
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Phase 2 will be implemented under future Executive Orders and possible modifications by the Board. The guidelines presented in **Phase 2** are based on **projected assumptions** of what Phase 2 **may include** in the future. The information is based on what federal and state **future plans** anticipate **might occur**. The time between phases may be **weeks** or **months** based on health data gating criteria.

Phase 2: Community Individuals and Employers

Phase 2 is based on recommendations of the Re-Open Florida task Force. Phase 2 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 2 are based on **projected assumptions** of what Phase 2 **may include in the future** and what the community **might expect**. The information is based on what federal and **state future plans anticipate might occur**.

- Visits to **senior living facilities** prohibited
- **Vulnerable Individuals** should avoid close contact with people outside the home
- **Non-essential travel** can **resume**
- **Social settings** of more than **50 people** should be avoided unless precautionary measures are observed.
- **Bars, Pubs, Nightclubs** should operate at no more than **50% of building capacity**

- **Restaurants** should operate at no more than **75% of building capacity**
- **Gyms and Fitness Centers** should operate at no more than **75% building capacity**
- State park **overnight facilities** to remain closed
- **Large Venues** (movie theaters, concert halls, auditoriums, bowling alleys) should operate at no more than **75% capacity**
- **Large Sporting Events** should limit occupancy of venues to **50% of building capacity**
- **Retail and Personal Services Businesses** (cosmetology salons, barber shops and nail salons) should limit occupancy to **75% of building capacity**

*Phase 2 is based on the recommendations of the Re-open Florida Task Force. Implementation to be determined by future Executive Orders from the Governor as may be modified by the Board.



Phase 2: Leon County Government Services and Programs



As an **employer**, all Leon County departments and divisions will follow state and federal guidance for Phase 2. Phase 2 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 2 are based on **projected assumptions** of what Phase 2 **may include in the future** and what the community **might expect**. The information is based on what federal and **state future plans anticipate might occur**.

ALL DEPARTMENTS AND DIVISIONS:

- Maintain **telecommuting** where possible
- **Stagger shifts** and **lunch breaks**, when feasible, to minimize congregating
- **Use Zoom or phone conferences** for staff, work group, advisory committee meetings
 - ▶ Identify alternate locations to accommodate larger audiences
- Accommodate **walk-in** clients
- **No non-essential in-person** demonstrations, events, programs, or trainings

During each phase 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 will be developed to ensure that proper social distancing, personal protective equipment, signage, and sanitation is in place to limit risks.

Phase 2: Leon County Government Services and Programs



Phase 2 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 2 are based on **projected assumptions** of what Phase 2 **may include in the future** and what the community **might expect**. The information is based on what federal and **state future plans anticipate might occur**.

COMMISSION MEETINGS

- **In-person quorum** for local government bodies should **resume**, allowing no more than 50 people in attendance. Continue to allow authorized technology and video conferencing for public participation at local government meetings.

INTERVENTION AND DETENTION ALTERNATIVES

Operations as determined by courts and criminal justice operations:

- Resume **drug and alcohol testing**
- Resume face to face **case management** services

County facilities may be identified in multiple phases of the plan, as openings may not occur in the first phase listed. Phasing levels and protocols for each facility will be further defined as appropriate in departmental operational plans.

LIBRARIES

- Maintain **curbside service** for print and media materials at **all branches** and continue to offer online services.
- Open with **limited capacity**
- **Programming** and **community rooms** remain closed

DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

- Accommodate **walk-in** clients and continue to offer **online services**

PARKS AND RECREATION

- **Open:** Greenways and trails, dog parks
- **Closed:** Campgrounds, community centers, playgrounds, active recreation

COMMUNITY AND MEDIA RELATIONS

- General and targeted messaging for phase and audience

The above policies have been developed to conform to the federal and state guidelines based upon current conditions. As the County moves through each event, current policies and practices can be adjusted based upon changing conditions.



Phase 3 (PROJECTED)

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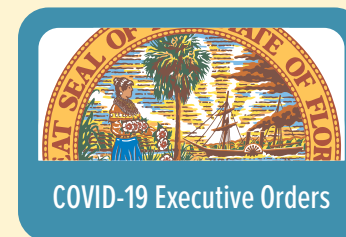
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Phase 3 will be implemented under future Executive Orders and possible modifications by the Board. The guidelines presented in **Phase 3** are based on **projected assumptions** of what Phase 3 **may include** in the future. The information is based on what federal and state **future plans** anticipate **might occur**. The time between phases may be **weeks** or **months** based on health data gating criteria.

Phase 3 :

Community Individuals and Employers



With Phase 3, the community will begin the “**new normal**” phase. Phase 3 is based on recommendations of the Re-Open Florida task Force. Phase 3 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 3 are based on **projected assumptions** of what Phase 3 **may include in the future** and what the community **might expect**. At the current time, the information is based on what federal and **state future plans anticipate might occur**.

- **Vulnerable Individuals** can resume public interactions but should practice physical distancing and wear masks.
- **Non-vulnerable Populations** should consider minimizing time spent in crowded environments
- **Non-Essential Travel** may continue.
- The following establishments should operate at **full capacity** with adequate sanitation practices and limited **social distancing protocols**:
 - ▶ **Bars, Pubs, Nightclubs**
 - ▶ **Restaurants**
 - ▶ **Gyms and Fitness Centers**
 - ▶ **Large Venues** (movie theaters, concert halls, auditoriums, bowling alleys)
 - ▶ Retail and **Personal Services Businesses** (cosmetology salons, barber shops and nail salons)
- **State Parks** will **fully re-open** including overnight accommodations
- **Vacation Rentals** should resume **normal operations**
- **Large Sporting Events** should consider reducing capacity with **limited social distancing protocols**.

*Phase 3 is based on the recommendations of the Re-open Florida Task Force. Implementation to be determined by future Executive Orders from the Governor and may be modified by the Board.

Phase 3: Leon County Government Services and Programs



With Phase 3, Leon County Government will begin the **new normal** phase which could last **6-months to a year or more**. Phase 3 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 3 are based on **projected assumptions** of what Phase 3 **may include in the future** and what the community **might expect**. The information is based on what federal and **state future plans anticipate might occur**.

COMMISSION MEETINGS

- **Local Government Meetings** should return to **in-person quorum** and public participation with accommodation for vulnerable populations.

ALL DEPARTMENTS AND DIVISIONS:

- Resume normal operations
- Maintain social distancing measures
- Maintain **telecommuting where appropriate or medically necessary**

During each phase 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 will be developed to ensure that proper social distancing, personal protective equipment, signage, and sanitation is in place to limit risks.

- **May** hold **concerts** and **events** with restrictions
- Continue to consider **vulnerable populations** when delivering services or planning county sponsored activities and events

PARKS AND RECREATION

- **Open:** Greenways and trails, campgrounds, dog parks
- **May open:** Community centers, playgrounds, active recreation with restrictions

LIBRARIES

- **Programming** and **community rooms** **may** re-open with restrictions

COMMUNITY AND MEDIA RELATIONS

- General and targeted messaging for phase and audience

County facilities may be identified in multiple phases of the plan, as openings may not occur in the first phase listed. Phasing levels and protocols for each facility will be further defined as appropriate in departmental operational plans.

The above policies have been developed to conform to the federal and state guidelines based upon current conditions. As the County moves through each event, current policies and practices can be adjusted based upon changing conditions.



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