

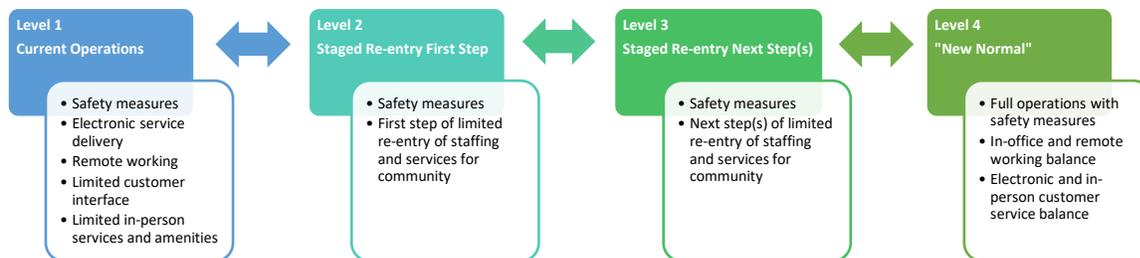
SARASOTA COUNTY RE-ENTRY PLANNING

This guidance is intended for planning purposes only

Purpose: Sarasota County has been implementing strategies to reduce the impact of COVID-19 in the community. The purpose of this plan is to identify and create a roadmap for implementing the objectives below:

- 1) Keep the County running to ensure positive outcomes for safety, the economy, and the well-being of the community.
- 2) Outline staged reentry and ramping up of customer facing operations.
- 3) Communicating with citizens and being responsive to needs of the community.

Re-Entry Staging: The re-entry of operations is based on staging or phasing operations from current operations as part of a declaration of emergency to a “new” normal, generally shown below:



The transitional stages of re-entry are based on a variety of trigger points and will need to adjust based on the timing of decision-making and events, including but not limited to:

- Guidance from the CDC and health official leaders
- Governor orders
- Guidance from County leadership
- Departmental specific operational considerations (e.g. social distancing factors)

Departments should view the “new normal” through the lens of providing adequate safety measures, meeting community needs, and incorporating process improvements implemented during the emergency period that are value-added. Note that while staged re-entry advances, this is an adaptive management approach. There may be a need to return to certain levels based on strategies needed to reduce the impact of COVID-19. Having established Levels will provide clear expectations for each level of operations moving into the future as well.

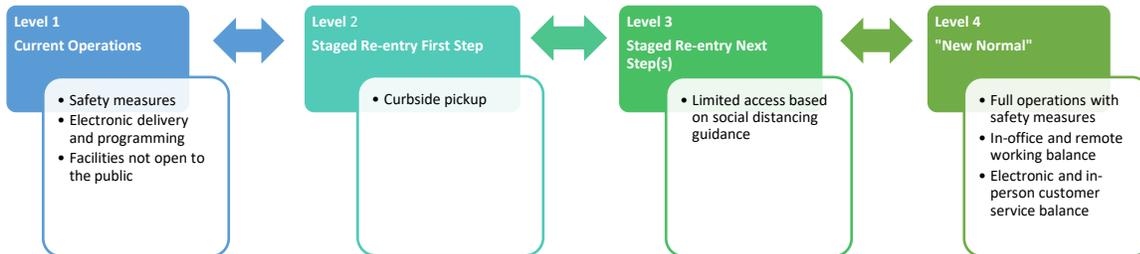
Departments should integrate risk assessment into re-entry levels. Key factors to consider include likelihood of increased transmission, consequences of transmission, and mitigation, all of which include controls such as physical distancing, engineering and administrative controls to reduce contact, using technology, and PPE.

Re-Entry Plan Focus Areas: Each Department will implement the attached *Guidelines for Common Functions*. In addition, each Department has a detailed Re-Entry Plan (see attached *Examples* and *Departmental Template*) that includes the following focus areas:

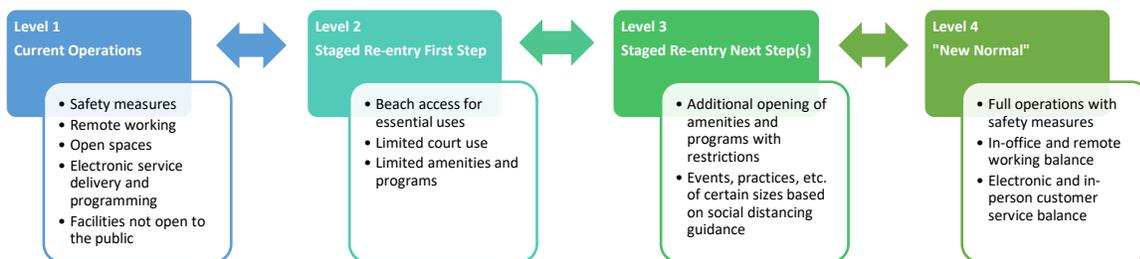
- Safety and Precautionary Measures (e.g. social distancing considerations, cleaning procedures, physical improvements).
- Staffing (e.g. in-office, field, remote).
- Customer Interface (e.g. electronic service delivery, facilities)
- Public processes (e.g. public input forums, public hearings, advisory boards)

EXAMPLES OF STAGED RE-ENTRY
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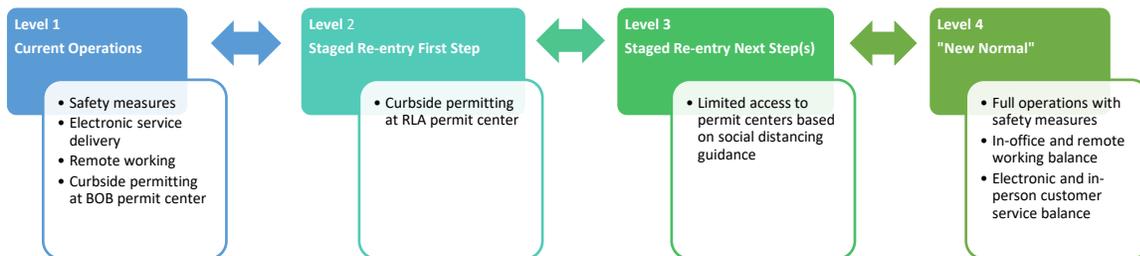
Libraries Department



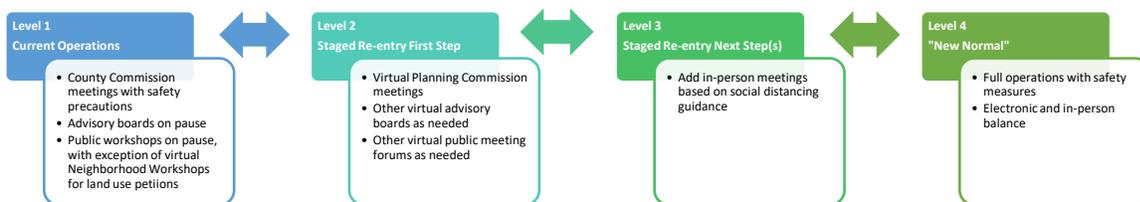
Parks Recreation and Natural Resources Department



Planning and Development Services Department



Public Processes



GUIDELINES FOR COMMON FUNCTIONS

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- 1) **Team Member Safety Procedures (see attached).** Each department director is responsible for implementing the following procedures: 1) *Process for Employees Experiencing COVID-Like Symptoms*, and 2) *Process for if an Employee Tests Positive*.
- 2) **Communications.** It is essential that COVID related messages (e.g. web, signage, social media, etc.) distributed internally and externally, particularly operational updates and re-entry next steps, need to be coordinated through the Communications Department prior to implementation and utilize branding as needed.
- 3) **Re-Entry Roll Out.** Each department is responsible for coordinating with the Emergency Operations Center (EOC) prior to implementing the phased re-entry next steps, including the determination of implementation dates.
- 4) **PPE.** When social distancing is not possible, PPE will be provided by the County and should be worn by staff during those encounters. PPE will also be provided upon request for those employees who are able to meet social distancing guidelines while in the office or field. The quantity and type of PPE depends on the level of risk and likelihood of encountering a direct COVID environment, as determined by the respective department director. PPE should be used and distributed in accordance with CDC guidelines. Each department will monitor PPE distribution and usage to ensure PPEs are being properly implemented.
- 5) **Physical and Customer Spacing Mitigation Measures.** Each department will review customer facing operations and explore physical mitigation measures, including but not limited to, “sneeze guards”, counterspace protocols, customer spacing and line queuing, etc. If a department determines the need for a physical improvement, the department must coordinate with Facilities Planning prior to implementing.
- 6) **Cleaning Protocols.** The County will continue to implement enhanced cleaning procedures for identified facilities (e.g. 1660 Ringling, RLA, BOB) until determined by County leadership otherwise. If a facility is not part of that routine procedure, the respective department will implement cleaning procedures tailored to the needs of their operations. All cleaning should focus on common touch points and areas most likely to be interacted with by staff and/or customers. Healthy practices will be encouraged by strategically placing and providing hand sanitizer, soaps, wipes, etc. Note that there is also individual responsibility to wipe down in and around an employee’s work area.
- 7) **Facility Signage and Screening.** Facilities and amenities should have general signage encouraging social distancing consistent with guidelines from the CDC and include messages about staying at home if sick. Note that the EOC may activate screening of staff and customers for entry into buildings based on guidance from the CDC, particularly when operating at Level 1.
- 8) **Conference Rooms.** During periods with social distancing guidelines in effect, signage will be posted at each conference room stating the occupancy to meet those guidelines. In addition, upon members of the public being allowed in County facilities, meetings with the public shall only occur in designated rooms. Cleaning protocols for conference rooms will be implemented after every meeting by the department hosting the meeting, with a heightened emphasis for any rooms occupied by members of the public.