



CITY OF BELLE ISLE, FL

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MEMORANDUM

From the Desk of Bob Francis, City Manager

To: City Council
Date: June 16, 2020
Re: Reopening of City Facilities

Reopening City Facilities

The City of Belle Isle will start the reopening process on Monday, June 15, 2020. The reopening will be limited, and the following safety procedures will be put in place and strictly enforced for employees to return to work. These Safety Procedures are subject to change based on State and Federal guidelines.

Employees:

1. Every day, employees must take their temperatures before coming into work. Employees that have a temperature of 100.4 degrees or higher must not enter the building and must remain home until cleared for work. Employees exhibiting fever, chills, cough, muscle ache, sore throat, and/or new loss of taste or smell are required to notify their supervisor before reporting to work promptly.
2. Employees must wear a face covering at all times except when alone in a private office or a City vehicle or when six feet of separation can be maintained.
3. Hand sanitizer and sanitizing wipes will be readily accessible to all employees and should be used regularly. All employees are expected to keep their work area and frequently touched surfaces cleaned throughout the day. Also, hands should be washed often.
4. The offices will be cleaned daily when employees are present that day.
5. Customer-facing counters will be fitted with protective barriers before any office opening to the public.
6. Proper physical distancing guidelines will be encouraged to ensure employees are not within 6 feet of any other employee. Where this is not practicable, face coverings are required. The use of phones and email to communicate with other employees within the building will be the primary source of communication.

7. Scheduling in-person training or other group meetings of greater than ten people within a City facility will not be allowed. In-person training or group meetings of 10 or less are only authorized if attendees can adhere to the 6-foot distancing rules and face-covering mandate.

8. Additional safety procedures for field workers will be determined and communicated within each affected Department, depending on the specific needs of the Department and employees.

Front Desk Operations: The staff will continue to respond to all public/customer emails and voice messages. When entering the building, the citizen will stay in front of the protective barrier. No more than two citizens will be allowed to enter the building, and they must remain on the space marked for them. Any other individuals will have to wait outside until called, or they make an appointment. At this time, any payments that are due to the City will not be in cash. The City will only take a personal check or credit card payment. We encourage citizens to use their proper PPE when entering the building.

City Meetings: While the City Council meetings continue to hold virtual meetings, Advisory Board meetings (Tree Board, Special Events, Police Advisory Board, Budget Committee, Solid Waste Committee, and Planning and Zoning Board) will start on a limited basis on their regular meeting schedules in City Hall at the request of the Committee Chair or City staff member assigned to that Committee. For in-person meetings held in the Council Chambers, the board members will observe proper distancing and should wear a face mask. The City will not distribute face masks, and meeting attendees need to provide their PPE. The Council Chambers is set up to practice safe distancing on a limited basis. If needed, the City will also set up its live feed so those who wish to view meetings outside the Council chambers may do so if the room capacity is exceeded. Along with social distancing, personal protective equipment (PPE) and proper hand sanitizing etiquette will be enforced to ensure the safety and well-being of our volunteers and the citizens.

Meeting with Staff: If citizens want to meet in-person with staff members, then they have to call the City and make an appointment. Walk-ins will not be allowed except to make an appointment, and they will follow the procedures above for front desk operations. The staff member and citizen(s) will meet in the Council Chambers, which will be set up for proper distancing. Citizens need to provide their PPE when meeting with City staff. Staff members will wear appropriate PPE if either the staff member or citizen feels uncomfortable in the meeting. The number will be limited to a total of six (6) participants. After the meeting, City staff will disinfect the areas.

On-Site Visits: On-site visits by City staff will continue as before using the proper CDC guidelines.

Parks and Ramps: All City parks and ramps are open during regular hours of operation (dawn to dusk). If using the parks, please remember to continue to follow the CDC guidelines for personal hygiene and social distancing.

Police Department: The BIPD building will not be open to the public with few exceptions. The officers and staff are going to continue conducting business via phone or outside of the PD. Please call the BIPD at 407-240-2473 to speak to a representative.