




OFFICE OF MAYOR LENNY CURRY

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DATE: May 22, 2020
TO: All City of Jacksonville Department Directors (except Fire Chief Powers)
FROM: Brian Hughes, Chief Administrative Officer 
SUBJECT: Public Building Re-Opening and Employee Return To Work Plan

In anticipation of the phased re-opening of government operations and offices, please find requirements below as to anticipated operations for City owned buildings and employees returning to work on June 1, 2020.

Public Buildings – all City owned public buildings will have the following modifications implemented:

- Signage will be posted regarding new procedures for visitors and staff to be screened upon entry to the building.
- Signage will be posted regarding the usage of masks and social distancing requirements – anyone from the public entering City owned public buildings must wear a mask inside the building, and any staff who have regular contact with the public must wear a mask inside the building. Masks will be provided for anyone who does not have one, and pursuant to the Americans with Disabilities Act, accommodations may be available for individuals who are unable to wear a mask, as determined on a case by case basis.
- Floor stickers for correct spacing requirements will be installed in all public gathering areas, reception desks, and public counter space where permits and other functions are processed.
- Elevator use stickers will be installed at all elevators to notify users of new limitations of 2 people to an elevator and you must stand on either side of the elevator.
- Stairways will be marked for one-way use.
- City Council Chambers and all conference rooms where the public may gather will be limited to 50% capacity and all seats will be marked to ensure safe spacing between individuals – if feasible, tables and chairs will be removed to reflect new capacity requirements.

- All reception desks and public counter space will have plexiglass installed as supplies are available.
- Some access points to buildings will be restricted so that all entry ways being utilized will have screening desks set up for visitors to be screened upon entry to the building.
- Hand sanitizer stations will be installed in areas where the public frequently visits.
- Interior doors shall be kept open as much as possible to reduce the number of “touch points.”
- Department Directors should continue to or begin serving customers by appointment only as the services allow.

Screening Procedure - all visitors and employees entering City owned public buildings must submit to the following screening procedures:

- Employees shall, upon reporting to work each day in their assigned areas, complete a screening that includes answering the questions on the attached Screening Form and having their temperature taken with a contactless infrared thermometer. The Screening Form will be kept confidential and will be turned in to the Medical Desk in Employee Services each day by the employee’s Department Director.
- Each Department Director and Division Chief is responsible for the completion of this process each day, which includes keeping the screening forms confidential and turning them into the Medical Desk at Employee Services each day. Department Directors shall scan and email the Screening Forms to the Medical Desk at medical@coj.net before COB each work day. All screening forms shall be shredded once the Department Director has confirmed that the Medical Desk has received them.
- Visitors shall, upon each entry to the building, complete a screening that includes answering the questions on the attached Screening Form and having their temperature taken with a contactless infrared thermometer. The Screening Form will be kept confidential and will be turned in to the Medical Desk in Employee Services each day.
- Separate screening desks will be set up inside the designated entrances to each building that will be staffed with either security personnel or other City employees.
- If City employees or other staff answer “yes” to any of the screening questions, or have a temperature of 100.4 or more, they will be immediately sent home.
- If sent home after being screened, employees shall apply for Family First Coronavirus Response Act leave (FFCRA) or use their annual leave if FFCRA leave is unavailable.
- If employees refuse the health screening process or refuse to wear a mask where required, they will be sent home and appropriate disciplinary action may be taken.

Employees Return to Work – all employees are subject to the following procedures upon their return to work:

- Subject to Department Director approval, if employees are able to continue working from home, they should do so until otherwise directed by the Department Director.
- If employees are required to return to the office to perform their job duties, they must submit to the screening process as described herein once a day until further notice.
- If employees who return to work in the office have direct interaction with members of the public, the employees shall wear a mask, and will be provided with plastic face shields until plexiglass shields are able to be installed at the reception desk or counter that constitutes their work space. The employee is required to wear a cloth or surgical mask, but only needs to wear the plastic face shield if they choose to do so. Masks will be provided for the employee if they do not have their own.
- If employees refuse to return to work and are unable to work remotely, they must explain to their supervisor why they feel they are unable to return. If the employee is citing safety concerns, the supervisor shall explain the CDC procedures that the City is implementing to ensure everyone's safety. Additionally, some employees may be entitled to reasonable accommodations under the FFCRA and should contact Employee Services with their request. All accommodation decisions will be made by Employee Services. If employees continue to refuse to return to work, appropriate disciplinary action may be taken by the supervisor, upon consultation with Employee Services.
- If an employee becomes sick while at work, they should go home immediately, get tested if exhibiting COVID-19 symptoms, and if the results are negative stay home until they feel better. If the employee receives a positive test result, the employee must stay home until they receive 2 negative viral PCR test results.

**City of Jacksonville
COVID-19 Screening Form**

Name:_____

Signature:_____

Date:_____

Screener Name:_____

Temperature is less than 100.4 degrees Fahrenheit? **Y** **N**

1. Have you tested positive for COVID-19? **Y** **N**

a. If you tested positive for COVID-19, you must provide documentation of 2 negative viral PCR test results

2. Have you had any of the following symptoms in the last 14 days? **Y** **N**

a. Sore throat

b. Cough

c. Chills

d. Body aches

e. Shortness of breath

f. Loss of smell and/or taste

g. Fever with temperature of 100.4 or greater degrees Fahrenheit?

3. Have you been in close contact with any individual who tested positive for COVID-19 in the past 14 days? **Y** **N**

4. Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19? **Y** **N**

5. Have you traveled in the U.S. in the past 14 days? (specifically, to Louisiana, New York, New Jersey, Massachusetts, Rhode Island, Connecticut or Washington, D.C.)
Y **N**

6. Have you traveled on a cruise ship or internationally in the past 14 days? **Y** **N**

7. Have you visited or received treatment in a hospital, nursing home, long-term care facility, or other health care facility in the past 14 days? **Y** **N**