

## Alachua County Plan to Re-open Commission Meeting Rooms

Executive Orders 20-69 and 20-127 permit local jurisdictions to meet virtually through the end of June. In preparation for a safe return to “in person” meetings beginning in July, this plan has been developed to ensure reasonable standards are implemented to reduce or eliminate the potential spread of COVID-19 for citizens and staff attending public meetings in Alachua County meeting rooms. This plan will be reviewed/amended as necessary.

### Safety Measures and Best Practices

- Maintain adequate time between the conclusion of one meeting and the next for appropriate cleaning and sanitation of common areas including restrooms and high touch surfaces such as table tops.
- Follow CDC guidelines to maintain social distancing.
- Require meeting participants to wear facial coverings. A facial covering includes any covering which snugly covers the nose and mouth, whether store bought or homemade, and which is secured with ties or ear loops. The Centers for Disease Control provide examples of homemade facial coverings. Persons should not utilize N95 rated masks, as those are critical supplies for health care workers, police, fire, emergency management, or other persons engaged in life/safety activities. Persons who wear facial coverings should review the CDC and Florida Department of Health guidelines regarding safely applying, removing, and cleaning face coverings. Offer masks to meeting attendees upon request.
  - A facial covering shall not be required for children under six, persons who have trouble breathing due to a chronic pre-existing condition or individuals with a documented or demonstrable medical problem. It is the intent of this provision that those individuals who cannot tolerate a facial covering for a medical, sensory or any other condition which makes it difficult for them to utilize a facial covering and function in public are not required to wear one. It is recognized that this requirement is broader than what might be considered to be a covered condition under the Americans with Disabilities Act.
- Reduce seating to promote and support social distancing.
- Encourage public participation utilizing technology.
- Post signage or other notices regarding safety measures and best practices in a conspicuous location.
- Display signage or notices to frequently remind meeting attendees to take steps to prevent the spread of COVID-19, including frequent hand washing, social distancing, and outlining new rules and procedures.
- Maintain proper hygiene by frequently washing hands (with hot water and soap for 20 seconds, as recommended). Hand sanitizers should be readily available in public spaces and common areas.
- Screen meeting attendees (temperature checks and County approved screening questions) prior to admitting meeting attendees to indoor meeting spaces. Provide proof (sticker or wristband) indicating meeting attendee was screened.
- Limit meeting attendance to 50% capacity. For Commission meetings, utilize overflow areas, such as the Grace Knight Conference Room, when necessary.
- Discourage sharing personal equipment such as pens, phones, computers, and other office supplies. If sharing must occur, consider how the equipment will be sanitized between each use.

- Limit elevator riders to no more than two. Plan for more frequent and more thorough cleaning and disinfecting of elevators.
- Provide signs in/on elevators explaining new procedures for queuing and occupancy limitations in elevator cabs.
- Stay to the right when using stairwells. Plan for more frequent and more thorough cleaning and disinfecting of stairwells and handrails.

## Cleaning and Disinfecting

Cleaning is defined by the CDC as “the removal of germs, dirt, and impurities from surfaces.”

Disinfection is a separate step and should come after cleaning. All dirty surfaces should be cleaned prior to disinfection. Follow the guidelines developed by the Centers for Disease Control and Prevention for cleaning and disinfecting facilities, including:

- Increase frequency of cleaning and disinfection in high density and high-touch areas, such as building and elevator lobbies; elevator interiors, buttons and surfaces; restrooms; furniture; fixtures; door knobs; switch plates; shared conference spaces; building and suite entrances; mats; handrails; counters; trash containers; and other frequently touched surfaces.
- Suspend use of cloth wipes or other reusable cleaning materials and follow EPA and CDC recommendations for disposing cleaning supplies.
- For soft surfaces such as carpeted floor, rugs, and drapes, clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Vacuum as usual.
- Properly dispose of PPE, including gloves, when finished. Gloves should be changed often. Hands should be washed immediately after gloves are removed. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Trash Removal: Gloves and masks should be worn at all times. Never use a hand to push trash bags or to consolidate trash within a receptacle. This should always be done with a device such as a stick, shovel, rake, etc. Use a disinfecting product or trash barrel liner inside.
- Follow EPA, CDC and other government-approved guidelines, recommendations, and directions for cleaning products, procedures, dwell times, and protocols.

## Additional Resources

BOMA International  
[www.boma.org/coronavirus](http://www.boma.org/coronavirus)

Centers for Disease Control  
[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

Coronavirus (COVID-19) Resource Center  
[www.coronavirus.gov](http://www.coronavirus.gov)

Federal Emergency Management Agency  
[www.fema.gov/coronavirus](http://www.fema.gov/coronavirus)

International Codes Council  
[www.iccsafe.org](http://www.iccsafe.org)

Occupational Safety & Health Administration  
[www.osha.gov/coronavirus](http://www.osha.gov/coronavirus)

White House  
[www.whitehouse.gov/openingamerica](http://www.whitehouse.gov/openingamerica)

World Health Organization  
[www.who.int/coronavirus](http://www.who.int/coronavirus)