



VILLAGE OF PALMETTO BAY

EMERGENCY ORDER NO. 04-20

WHEREAS, Section 252.38 (3)(A), Florida Statutes, gives political subdivisions the authority to declare and enact a State of Local Emergency for a period of up to seven days, thereby waiving the procedures and formalities otherwise required of the political subdivision by law; and

WHEREAS, on March 1, 2020, the Governor of Florida issued Executive Order Number 20-51, directing the State Health Officer and Surgeon to declare a Public Health Emergency due to the discovery of COVID-19/novel Coronavirus in Florida; and

WHEREAS, on March 9, 2020, the Governor of Florida issued Executive Order Number 20-52. Declaring of State of Emergency for the state of Florida related to COVID-19/novel Coronavirus; and

WHEREAS, on March 13, 2020, the Village Manager and Mayor declared an Emergency for the Village of Palmetto Bay, which has been extended every seven-day period as required by law and which is currently in effect; and

WHEREAS, on April 27, 2020, the Miami-Dade County Mayor issued Emergency Order 21-20 reopening parks and recreational facilities and the Village of Palmetto Bay issued Emergency Order 03-20 reopening Coral Reef Park and Palmetto Bay Park; and,

WHEREAS, COVID-19 virus poses a health risk to Village of Palmetto Bay residents, particularly elderly residents and those who are immunosuppressed or otherwise have high-risk medical conditions; and

WHEREAS, minimization of contact is necessary to avoid risk of COVID-19 infection for the residents of the Village of Palmetto Bay; and

WHEREAS, the Center for Disease Control (CDC) has issued guidance encouraging social distancing as well as information concerning screening procedures to determine a potential COVID-19 infection; and

WHEREAS, based on the CDC guidelines, the Village of Palmetto Bay desires to issue specific guidelines for employees and visitors to our Village facilities to minimize the spread of the COVID-19 virus.

Therefore, by the powers and duties vested in me as the Village Manager of the Village of Palmetto Bay, Miami-Dade County, Florida, in accordance with Section 252.38 of the Florida Statutes, under Chapter 14, Article III, Sec. 14-80 (a) of the Village Code, and pursuant to the Village's Declaration of a State of Emergency issued on March 13, 2020 and as extended, I hereby order the following:

1. The Village of Palmetto Bay COVID-19 Return to Work Employee & Supervisor Guidelines, attached hereto as Attachment A, are effective immediately.
2. All Village employees, part-time and full-time shall receive a copy of this Order along with the Attachment and shall sign acknowledgment of this Order.

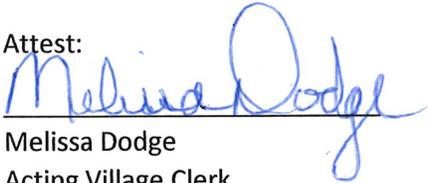
3. Village contractual staff shall also receive a copy of the Order and Attachment and are expected to follow the guidelines stated in this Order.
4. No person shall violate the terms of this Emergency Order, except upon direct authorization of the Village of Palmetto Bay Village Manager or Interim Village Manager.

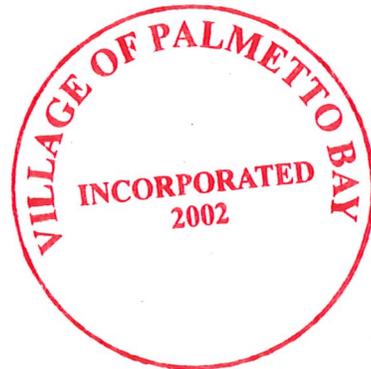
This Emergency Order shall be effective **immediately upon execution**. This Emergency Order may be cancelled or amended by action of the Village Manager.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Village of Palmetto Bay to be affixed this 2nd day of June, 2020 at 5:00 p.m. (EST).


Gregory Trutt
Interim Village Manager

Attest:


Melissa Dodge
Acting Village Clerk



Village of Palmetto Bay COVID-19 Return to Work Employee & Supervisor Guidelines

May 15, 2020





Purpose

To establish a structured process that allows employees to return to work in a manner that best protects the health and safety of our employees and our residents. The intent of the process is to implement a phased-in approach in order to return employees to a work environment and to open Village of Palmetto Bay (Village) facilities and services to the public. This approach will take place at the time when such reopening policies are set forth by the Village Manager and/or Village Council. The duration of each phase is to be determined by the Village Manager and/or Village Council.

Resumption of Business Operations

These guidelines are established pursuant to Village Manager and/or Village Council directives for reopening.

Phase I

- All Village facilities including Village Hall, Public Services and Village parks will remain closed to the public.
- Department Directors may schedule a small number of employees for the purpose of maintaining facilities. When scheduling employees, Directors should adhere to the social distancing guidelines identified below.
- Online Local Business Tax License applications will be available and will be processed for essential businesses as defined in Miami-Dade County's Emergency Order 07-20. Payments to be made online.
- The Building and Permitting Department will continue to accept all permit applications following the drop-off procedures established on April 21st, which are as follows:
 - Permit applications and plans are dropped-off in the drop box located at the main entrance to Village Hall.
 - Drop-off times are Monday through Friday, 8:30 am to 2:30 pm.
 - Inquiries are to be handled via telephone or email
 - Payments are to be submitted online
 - Inspections to be performed virtually to the extent possible, especially when the property is occupied
 - Door and window inspections are to be performed by a Florida Licensed Architect or Engineer or a private provider hired by the homeowner



Phase II

- Village parks will open to the public. Opening of the park facilities may involve a phased plan which would initially include the opening of certain facilities only as determined by the Village Manager and/or Village Council; with the full opening of all parks to occur at a later date.
- Other Village facilities including Village Hall and Public Services will remain closed to the public.
- All park employees will report to work. Part-time staff reporting back to work will be compensated for actual hours worked based on their assigned work schedule.
- The Parks Department Director will determine the make-up of the employees who will physically return to work and those who will continue to work remotely, and advise Human Resources accordingly.
- When scheduling employees, the Director should adhere to the social distancing guidelines identified below.
- Employees with underlying health conditions should contact Human Resources to discuss options available to them.

Phase III

- All Village facilities are open to the public
- Employees who are teleworking are to report back to their respective offices, unless the employee is on authorized leave.
- A Director who wishes to keep a designated employee on telework status, must provide a written justification to the Village Manager and written authorization from the Village Manager is required.
- Employees must follow and adhere to any and all requirements established by the Village Manager to manage customer flow.
- Employees with underlying health conditions should contact Human Resources to discuss options available to them.

Workplace Safety Enhancement Protocol

To better safeguard the health and wellbeing of employees and the general public, employees returning to work are required to follow the safety protocols listed below:

Employee Health Screening Procedures

- As a precautionary measure to minimize the potential spread of the COVID-19 virus,



the Village Manager will designate personnel at Village Hall and/or any other Village facility as applicable to screen respective employees for symptoms related to the COVID-19 virus as identified by the Florida Department of Health (provided as Appendix A) and take the body temperature of each employee as they enter a Village facility.

- Designated personnel will record screening information on the Employee Detail Entry Log (provided as Appendix B) and submit the completed form into the HR Division on daily basis.
- The Village Manager will designate a private area for the screening of employees.
- All employees reporting are to be screened once at the beginning of their shift. Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.
- Employees must report to the designated screening area upon arrival at work and prior to entering any other areas within the Village of Palmetto Bay.
- Each employee will be screened discreetly by the designated personnel using a touchless forehead/temporal artery thermometer.
- Given the risk factors to other employees or visitors, an employee who refuses to have his/her temperature checked at the start of his/her day will not be allowed to work for the day and/or may be subject to disciplinary action up to and including termination.
- An employee who has a fever of 100 degrees Fahrenheit or higher, or one who is experiencing symptoms related to COVID-19 will be sent home. The employee should monitor his or her symptoms and follow CDC guidelines if they feel ill.
- An employee sent home can return to work when:
 - He/she has had no fever for at least three (3) consecutive days without taking medication to reduce fever during that time; AND
 - Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) consecutive days; OR
 - A written medical clearance from a licensed medical professional releasing the employee to return to work has been obtained.

Visitors Health Screening Procedures

- As a precautionary measure to minimize the potential spread of the COVID-19 virus, the Village Manager will designate personnel at Village Hall and/or any other Village facility as applicable to screen visitors for symptoms related to the COVID-19 virus as identified by the Florida Department of Health (provided as Exhibit A) and take the body temperature of each visitor as they enter a Village facility.
- Each visitor will be screened discreetly by the designated supervisor using a touchless forehead/temporal artery thermometer. If a visitor has upper respiratory symptoms or has a body temperature at or above 100 degrees, they must be told that they cannot



enter into the building until they no longer exhibit those symptoms.

Personal Protection Equipment (PPE)

Employees:

- Employees are to practice social distancing, keeping at least 6 feet between co-workers and customers, whenever possible.
- Employees are required to wear a cloth face mask when working less than 6 feet from a fellow employee or if he/she work outdoors or needs to enter a dwelling for inspection
- Employees may wear their own personal mask or one provided by the Village.
 - Personal masks should be professional and not display any inappropriate wording, images, or logos, and should be safely worn and cleaned regularly.
 - Masks provided by the Village may be sanitized and worn again, but no more than twice.
- Village Departments have been equipped with hand sanitizer pumps throughout. The Village will provide hand sanitizer to all staff working outdoors, including building inspectors, code compliance officers, park employees and public services staff.
- Employees will be provided latex or nitrile gloves upon request. Employees are to use disposable gloves when coming in contact with another person or a potentially contaminated surface, including mail and documents at the employee's discretion.

Visitors

- Visitors will be required to wear a disposable mask provided by the Village, or their own personal mask that covers their nose and mouth when entering a Village building.

Cleaning Procedures

- The Village Janitorial Contractor will sanitize door handles, floors and restrooms areas.
- Employees are responsible for sanitizing their work area including their desks, countertops and computer equipment, including laptops, tablets and keyboards daily.
- Employees must also disinfect their phones and smartphones regularly. This equipment is NOT to be shared.
- Areas should be cleaned regularly using appropriate cleaning and disinfectant products.
 - When cleaning, ensure staff are trained on appropriate use of cleaning and disinfection chemicals.



- Employees should wash their hands frequently using soap and water for 20 seconds or use hand sanitizer that is at least 60% alcohol.
- Employees should cough into their sleeve or tissue and avoid touching their face.
- Before using the timeclocks, employees are expected to sanitize their hands with hand sanitizer before touching the timeclock screens.

Social Distancing Guidelines

Employees

- All employees should try to avoid in-person meetings. Online conferencing, email or phone should be used when possible, even when employees are in the same building.
 - Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other, and employees should avoid shaking hands with people.
 - Employees must wear facial coverings during in-person meetings.
- Employees should not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep 6 feet apart when possible.
- Employees are NOT to congregate in the lunchrooms. Social distancing is still required in these areas. If necessary, employees should eat lunch at their desk or away from others. Non-exempt employees are to log off from their computers while eating lunch at their desk.
- Where appropriate, supervisors should stagger employee shifts and lunch/rest breaks.
- Employees should avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Employees should limit recreational or other leisure classes, meetings activities, etc., where close contact with others is likely.
- Employees should avoid sharing tools, equipment, etc..
- Employees should avoid handshaking to the extent possible.

Resident and/or visitor contact protocols

- Directing customer traffic through workplace.
- Limiting number of customers in any area at one time, observing social distancing guidelines established by the CDC.
- No handshake greetings, remain 6 feet apart, as much as possible.
- Using video conferencing or telephone conferencing instead of in-person meetings.
- Providing contactless pick-up of requested items (plans, records, bills, etc.).

Suspension of Nonessential Business Travel

- All nonessential business travel is suspended until further notice.
- If nonessential business travel has already been booked, please work with your



supervisor to cancel properly to receive an airfare and hotel refund or credit, if applicable.

- Please make sure your supervisor knows the status of all meetings cancelled due to this temporary suspension.
- Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your Department Director must approve all travel (including trips that were previously approved) until further notice.
- Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as the Human Resources division for direction as soon as possible. Employees may not return to work until the following is met:
 - He or she has had no fever for at least three (3) consecutive days without taking medication to reduce fever during that time; AND
 - Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) consecutive days; OR
 - A written medical clearance from a licensed medical professional releasing the employee to return to work has been obtained.
- Employees returning from travel who do not exhibit virus-like symptoms must still contact the HR division upon return and may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed. The returning employee should work with his or her supervisor to set appropriate telecommuting arrangements or request time off from work.

Other Requirements

- All internship assignments are canceled until the Village Manager authorizes the reassignment of interns. This applies to both, college and high school internships.

Please contact the Human Resources division with any questions or concerns. These guidelines and procedures will remain effective until the date when the Village Manager issues a termination date.

Employee Acknowledgement: I hereby acknowledge that I have read and understood the contents of this COVID-19 Return to Work Employee & Supervisor Guidelines in its entirety.

EMPLOYEE NAME & NO.: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____



APPENDIX A – SYMPTOMS OF CORONAVIRUS (COVID-19)

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

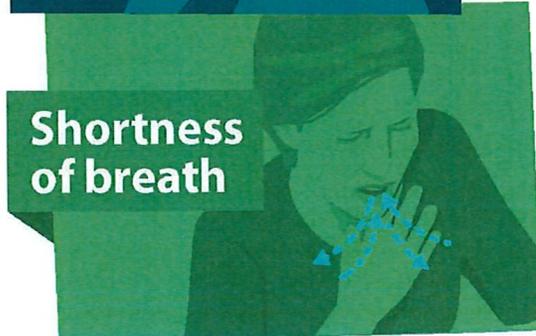


If you have COVID-19, you may have mild (or no symptoms) to severe illness. Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

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APPENDIX B - PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDANCE

Gloves:

When to use disposable gloves:

- Use disposable gloves when you may contact another person, or a potentially contaminated surface.

Before using disposable gloves:

- Make sure your gloves fit properly. Extend your fingers until they are straight. You will know your gloves are too small if they are stretching.
- Some people are allergic to the natural rubber latex, so choose gloves made from other synthetic materials (such as polyvinyl chloride-PVC, nitrile, or polyurethane).
- Sharp or abrasive objects can puncture or damage disposable gloves. Always change your gloves if they show signs of damage.

Using disposable gloves:

- Wash your hands well with soap and water, then dry them well.
- Hold the glove in one hand and put your other hand into the glove.
- Repeat with your other hand.

Removing disposable gloves:

- Remember that the outside of the gloves may be soiled.
- Be sure to take them off so that the soiled material stays away from your hands.
- Grab the outer cuff of one the glove with your other gloved hand and pull it down so that the glove comes off your hand inside out.
- Place the fingers of your non-gloved hand under the cuff, then peel off the second glove with the first glove inside the palm.
- Never reuse, wash or disinfect disposable gloves.
- Dispose of the gloves in a plastic lined trash can.
- Wash your hands thoroughly with soap and water or alcohol-based hand rub.



Source: FMIT Reopening Decision Guide – Dated 4/22/2020



Eye Protection:

Why eye protection?

- Infectious diseases can be transmitted through mucous membranes of the eye.
- Prescription glasses and sunglasses offer minimal protection from droplets.
- Safety glasses offer better droplet protection since they cover the exposed sides and the area around your eyes.

The World Health Organization (WHO) specifically recommends

- safety glasses for people who will be providing regular care for people with COVID-19.

What about contact lenses?

- The American Academy of Ophthalmology recommends contact lens wearers switch to glasses temporarily to reduce their risk of infection. Wearing glasses instead of contacts can prevent you from inadvertently contacting your eyes.

Removing eye protection:

- Always remove potentially contaminated eyewear with a gloved hand.
- Only handle the glasses by the plastic temples. Be careful to NOT contact the skin near your face or temples
- Cleaning eye protection:
 - While wearing gloves, carefully wipe the inside, followed by the outside of the glasses using a cloth or wipe saturated with soap and water or other suitable disinfectant style cleaner.
 - Rinse or wipe the glasses with clean water or alcohol to remove any residue.
 - Remove gloves and perform hand hygiene.
 - Air dry, or use clean absorbent towel, to dry the glasses before reuse.

Surgical Masks:

What is a surgical mask?

- A surgical mask is a loose-fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants.



What you should know before use?

- If worn properly, a surgical mask is meant to keep large-particle droplets, splashes, sprays, or splatter from reaching your mouth and nose.
- Surgical masks may also help reduce exposure of YOUR saliva and respiratory secretions to others.
- Surgical masks do not provide complete protection from airborne hazards because of the loose fit between the mask and your face.
- Surgical masks are not intended to be used more than once.
- If your mask is damaged or soiled, remove it and replace it with a new one.

How to put on a surgical mask?

- Clean your hands with soap and water or hand sanitizer.
- Remove a mask from the box and make sure there are no obvious tears or holes in either side.
- Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.



- Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
 - **Face mask with ear loops:** Hold the mask by the ear loops. Place a loop around each ear.
 - **Face mask with head bands:** Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
- Mold or pinch the stiff edge to the shape of your nose.
- Pull the bottom of the mask over your mouth and chin.

How to remove a face mask?

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask which is potentially contaminated.
- Only touch the ear loops or bands.
 - **Face mask with ear loops:** Hold both ear loops and gently lift and remove the mask.
 - **Face mask with bands:** Lift the bottom strap over your head first then pull the top strap over your head.
- Dispose of the mask in a plastic lined trash can.
- Wash your hands thoroughly with soap and water or alcohol-based hand rub.

Cloth Face Coverings:

What is a cloth face covering?

- In early April 2020, the CDC issued new recommendations to the public, recommending the use of cloth face covering where other social distancing measures are difficult to maintain (such as grocery stores and pharmacies).
- Cloth face coverings can be commercially manufactured or made from t-shirt material and patterns found on the internet.



What you should know before use?

- Currently, there is no guidance from the Occupational Safety and Health Administration (OSHA), or the National Institute of Occupational Safety and Health (NIOSH) as to the effectiveness of cloth face coverings.
- Cloth face coverings likely provide less protection than surgical masks since they do not include a fluid resistant layer.
- Like surgical masks, cloth face coverings do not provide complete protection from airborne hazards or other contaminants because of the loose fit and because the limitations of the cloth to stop particles. the face mask and your face.
- If your cloth face covering is damaged or soiled, remove it and replace it with a new one.

Wearing a cloth face covering:

- Clean your hands with soap and water or hand sanitizer.
- Make sure the exterior side of the face covering is facing out, away from your face.
- Place the face covering on your face with the exterior side facing out. Try to use the ties and avoid touching the inside or outside of the cloth.
- Tie the upper ties near the crown of your head with a bow. Tie the lower ties behind the back of your head with a bow.



- Make sure it covers your nose and mouth so that the bottom edge is under your chin.
- Do NOT pull the cloth face covering down like one would a scarf on a ski slope.
- Use washed hands on the ties at the neck or on top of the head to adjust.
- Avoid touching your face even when the face covering is in place.

Removing a cloth face covering:

- Wash your hands before removing the face covering.
- Do not touch the inside or outside of the face covering (the part over nose and mouth). Instead remove the face covering by the straps.
- Clean your hands with soap and water or hand sanitizer after removing.
- Cleaning the cloth face covering:
- Cloth face coverings are typically intended to be reused after laundering.
- Wearing gloved hands loosely knot the ties together, place the face covering in a laundry bag to keep the ties from getting tangled.
- Wash in a washing machine using laundry detergent, and hot water. Then completely dry on medium or high heat.
- Clean your hands with soap and water or hand sanitizer after touching the face covering.

Disposable Filtering Facepiece Respirators:

What you should know before use?

- If worn properly, a filtering facepiece respirator is meant to provide protection from airborne hazards in addition to helping block large-particle droplets, splashes, sprays, or splatter.
- There are nine particulate filter classifications, all of which are effective for coronavirus/COVID-19. These include N95, N99, N100, R95, R99, R100, P95, P99, P100.
- Since the National Institute for Occupational Safety and Health (NIOSH) has deemed the filtering facepiece as a half-mask respirator, the OSHA respirator requirements normally apply including medical qualification and fit testing.
- OSHA Appendix D to Sec. 1910.134 provides information for employees using filtering facepiece respirators on a voluntary basis. This Appendix could be applied to our current situation for those employees who choose to wear a filtering facepiece when a surgical mask would be appropriate.
- Filtering facepiece respirators must not to be used with beard or other facial hair that will prevent a seal.
- Filtering facepiece respirators are not intended to be reused. Never remove then don the same respirator.
- If your mask is damaged or soiled, remove it and replace it with a new one.



How to put on a filtering facepiece respirator?

- Clean your hands with soap and water or hand sanitizer.
- Remove a respirator from the box and make sure there are no obvious tears or holes.
- Determine which side of the respirator is the top. The side of the respirator that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
- Make certain the respirator is unfolded and completely opened (if applicable).
- Place the respirator on your face so that the foam rests on your nose and the bottom rests under your chin.
- Pull the top strap over your head and position it high on the back of your head.



- Pull the bottom strap over your head and position it around the nape of your neck and below the ears.
- Adjust the facepiece for comfort. Then using two hands mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece.

Perform a user seal check:

- Cover the filtering facepiece with both hands being careful not to disturb the position of the respirator.
- Inhale and exhale slowly. If air leaks around the nose, readjust the nose piece, respirator edges, panels or straps.

How to remove a filtering facepiece respirator?

- Clean your hands with soap and water or hand sanitizer. Avoid touching the front of the respirator which is potentially contaminated.
- Only touch the bands
- Lift the bottom strap over your head first then pull the top strap over your head.
- Dispose of the respirator in a plastic lined trash can. Wash your hands thoroughly with soap and water or alcohol-based hand rub

Source: FMIT Reopening Decision Guide – Dated 4/22/2020

