

ADMINISTRATIVE DIRECTIVE #MS-19

**SUBJECT: Establishing Entry and Safety Protocols for County Properties and Buildings**

**EFFECTIVE DATE: August 2, 2021**

**REVIEW DATE: As Needed**

**AUTHORITY: BOCC Resolution R20-051**

**Purpose:**

This Administrative Directive (“AD”) establishes the process and methods by which department directors, agencies, non-profits, and retail entities occupying or using BOCC owned or leased facilities will implement entry and safety protocols intended to reduce the risk of the transmission of COVID-19 virus for all persons who enter County properties and buildings (referred to as “facilities”).

**Responsibility:**

Directors and managers of departments, agencies, non-profits and retail entities are responsible for establishing and implementing entry and safety protocols for facilities which are under their authority and control. These entry and safety protocols shall be consistent with the process and methods outlined in this AD. Additionally, the County's Risk Management and Safety Department is responsible for monitoring compliance with this AD.

**Procedures:**

Entry and safety protocols for the County’s facilities shall consider any State of Florida or local requirements and the latest Centers for Disease Control and Prevention (CDC) and Florida Department of Health guidance on mitigating the risk of transmission of the COVID-19 virus.

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://floridahealthcovid19.gov/>

Any agency, non-profit, retail or other entity (referred to as “partners”) co-located with and sharing space with BOCC county departments will be provided a copy of entry and safety protocols for the shared facility by their host/sponsoring county department. Departments will coordinate with their partners to provide applicable protocols for review and implementation.

Facilities that are under the sole operational control of the Courts or a Constitutional Officer and have no regular and ongoing BOCC operations may establish their own agency’s entry and safety protocols. A copy of those protocols should be provided to the County's Risk Management and Safety Department.

Facilities leased to third-party non-profit agencies or others as defined in BOCC Policy 08.02.06.00 (i.e., in support of core County services) must also comply with the entry and safety protocols required by this AD. Those third-party non-profit agencies and others will provide their entry and safety protocols to their host/sponsoring department. Host/sponsoring departments will review the proposed plans and ensure they are consistent with this AD. Once the host/sponsoring department approves such plans, the host/sponsoring department shall provide a copy of the approved plans to the County's Risk Management and Safety Department.

The following agencies that have operational or service agreements with the County may establish their own entry and safety protocols:

- Tampa Sports Authority
- Vinik Sports Group
- New York Yankee Partnership
- Museum of Science and Industry (MOSI)
- Tampa Bay History Center
- Firehouse Cultural Center
- Center Place Fine Arts and Civic Center
- Carrollwood Cultural
- University Area Community Development Corporation

This list may not be exhaustive and may change over time. A copy of those protocols should be provided to the County's Risk Management and Safety Department.

### **Rules And Guidelines For Entry and Safety Protocols:**

- 1.) Indoor facilities shall post informational signage indicating the symptoms of COVID-19 virus and an advisory not to enter if an individual has COVID-19 symptoms or has had a positive COVID-19 test in the immediately preceding 14 days before attempting entry into a facility.
- 2.) Indoor facility face covering/mask/shield requirements for County staff members:
  - a.) County staff members shall wear a face covering/mask/shield when:
    - i. When moving about, including but not limited to walking to/from and using:
      1. break rooms
      2. elevators
      3. common hallways
      4. lobbies
      5. common restrooms
    - ii. When meeting or interacting with others.
  - b.) County staff members interacting with youth under 13 years of age or vulnerable populations shall wear a face covering/mask/shield. Vulnerable populations are adults over 65 years of age or adults/children of any age with an underlying condition listed by the CDC as increasing the risk of severe illness from COVID-19.
  - c.) County staff members using the County's fleet vehicles shall wear a face covering/mask/shield whenever there is more than one person in the same vehicle.
  - d.) Nothing in this AD shall preclude an individual County staff member from choosing to wear a face covering/mask/shield in the workplace for personal protection or for the protection of others.
- 3.) Indoor facility face covering/mask/shield requirements for members of the public:
  - a) Members of the public are required to wear a face covering/mask/shield when entering a County facility unless otherwise noted below. Signage shall be posted.
  - b) For any member of the public who refuses to or cannot wear a face covering/mask/shield, a County staff member shall prepare an alternative area or method to deliver the service. The service shall be provided in the facility while maintaining the CDC's recommendations for social distancing. The County shall provide all reasonably necessary protections for the County's staff member delivering the service to the member of the public who is not wearing a face covering/mask/shield.

- 4.) Face covering/mask/shield shall not be required for:
- a) Children under five years old.
  - b) Children under 13 years old when the CDC's recommendations for social distancing protocols are in place and group ("pod") size limitations of 20 are included in the programming design.
  - c) Children with physical or intellectual disabilities that restrict the proper wearing of a face covering/mask/shield.
- 5.) Protocols established for large indoor or outdoor events/gatherings or outdoor activities on County property should consider the most current CDC recommendations and/or Florida Department of Health guidelines to mitigate the risk of transmission of the COVID-19 virus.

Approved By: /S/

Ronnie M. Wise

Date:

7/30/21