

CITY OF ATLANTIC BEACH COVID-19 RECOVERY PLAN MAY 11, 2020

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SHOULD YOU BE WEARING A FACEMASK?



Please follow the CDC's recommendation to wear non-medical, cloth face coverings in public settings where other social distancing measures are difficult to maintain.

This helps people who may have the virus and do not know it from transmitting it to others.

City of Atlantic Beach



Virtual
RECREATION CENTER
+ RESOURCES
WWW.COAB.US/VIRTUALRECREATION



Restaurant Take-Out & Delivery 9 Tips/Guidelines

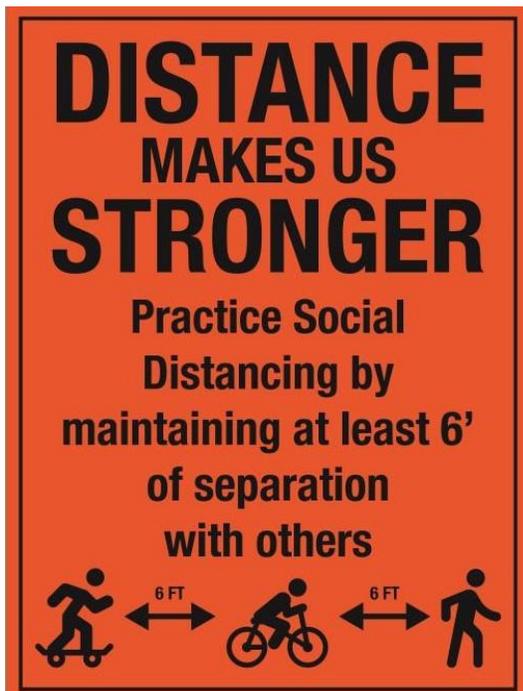
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Please

1. **COMMUNICATE! COMMUNICATE! COMMUNICATE! WITH YOUR CUSTOMERS AND YOUR STAFF!**
2. **UPDATE YOUR BUSINESS WEBSITE AND SOCIAL MEDIA PLATFORMS. MAKE SURE TO INCLUDE (1) NEW OPERATING HOURS; (2) CURRENT MENU; (3) ORDERING INSTRUCTIONS.**
3. **DON'T FORGET TO UPDATE THIRD-PARTY DELIVERY SERVICE MENUS (I.E. GRUBHUB, DOORDASH)**
4. **ENCOURAGE PREORDERS VIA APP, ONLINE, PHONE.**
5. **GO TOUCHLESS AS MUCH AS POSSIBLE. ENCOURAGE PAYMENT AT TIME OF ORDER. MINIMIZE FACE-TO-FACE INTERACTIONS.**
6. **MAKE SURE STAFF IS ADHERING TO STATE-APPROVED FOOD SAFETY SANITATION PRACTICES. INCREASE FREQUENCY OF CLEANING AND DISINFECTING HIGH-TOUCH SURFACES USING AN EPA-REGISTERED PRODUCT. REFER TO PRODUCT LABEL FOR DIRECTIONS**

CITY OF ATLANTIC BEACH COVID-19 RECOVERY PLAN MAY 11, 2020

I. Introduction



The City of Atlantic Beach is fully implementing its COVID-19 Emergency Recovery Plan on May 11, 2020. The plan corresponds with reopening orders issued by Gov. Rick DeSantis and Jacksonville Mayor Lenny Curry, echoes reopening plans issued by the White House, and is deliberately congruent Jacksonville Beach and Neptune Beach reopening plans. Centers for Disease Control and Prevention recommendations remain a prevailing guide for the City of Atlantic Beach, moving forward.

The City is cautiously and gradually resuming or reconfiguring most activities while firmly establishing new normals, such as wearing protective facial coverings when social-distancing isn't possible or practical. Still, the pandemic and resulting local, state and national emergency remains fluid. As such, it's

uncertain when full access to Atlantic Beach government facilities, routine staffing, and unrestricted public activities will resume.

This plan will be continually monitored and adjusted, as needed; it should be considered a fluid document. Its underlying objective is specific: to protect the health and safety of city employees and the general public we serve.

The date of the latest update of this plan is published at the end of this document. The latest update is published at www.coab.us/CVRecoveryPlan.

II. General Workplace Guidelines

City of Atlantic Beach employees have all had to make significant behavioral changes to help reduce the spread of COVID-19. This has been a challenging time for everyone, and re-establishing a workplace in which employees are able to perform their jobs while minimizing the potential of being exposed to COVID-19 is a multi-faceted challenge. More than ever, it is critically

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important to consider our employees' safety and the safety of others in every decision we make. There is too much at stake not to follow take safety precautions, many of which are spelled out by the Center for Disease Control and Prevention.

Administrative Controls

Following are guidelines to minimize COVID-19 exposure in City of Atlantic Beach workspaces:

- Provide employees with the following items, if available, that promote safety and personal hygiene: Protective facial coverings (face masks); gloves; protective masks and gloves; spray bottle with bleach solution; paper towels; and hand sanitizer.
- Protective facial covering (face masks) should be worn in hallways, common areas, etc., where social distancing isn't possible or practical.
- Hand sanitizer should be placed in multiple locations to encourage hand hygiene. Bottles of disinfectant solution with towels should be installed, for sanitizing, near photocopiers and in other high-traffic areas.
- Sick employees should stay at home; their supervisors should encourage them to do so.
- Work breaks and lunch schedules should be staggered to minimize occupancy in the breakroom.
- Minimize contact among employees, citizens and customers by replacing face-to-face meetings with virtual communications, emails and telephone calls.
- Limit the number of people allowed in City facilities at a given time.
- Promote frequent and thorough hand-washing.
- Promote and schedule regular sanitization of personal work spaces and common areas. Be aware that some employees may be at a higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact



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between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers and customers.

- On a department-by-department basis, establish policies and/or practices, such as flexible worksite and work hours (e.g., staggered shifts), to increase the physical distance among employees.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Sharing work vehicles should be discouraged; when vehicles must be shared, ensure they are cleaned and disinfected.
- Install physical barriers, such as clear plastic sneeze guards, at customer service counters.
- Maintain flexible policies and practices that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures.
- Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.



Safe Work Practices for Employees - General Guidelines

- As supplies are available, wear protective facial covering when social distancing isn't possible or practical; wear gloves, when practical; and regularly use hand sanitizer.
 - Practice social distancing from others, when possible. Keeping a distance from others is especially important for people who are at higher risk of getting very sick. Remember that some people without symptoms may be able to spread the virus.
 - Wash your hands frequently with soap and water for at least 20 seconds, especially after you have been in a public place, and after blowing your nose, coughing or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Avoid shaking hands or having other contact with co-workers and customers for the time being.
 - Avoid close contact with people who are sick, and stay home when you are sick.
 - Self-isolate if you feel sick or have any reason for concern.
 - When possible, self-isolate in your office space with doors closed and conduct business over the phone and email.
 - Employees should develop a practice of cleaning and disinfecting after themselves, particularly frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.

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- Employees are discouraged from using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Keep healthy habits. Get enough sleep to keep your immune system healthy. Do not skip meals and be sure to eat nutritious foods to further boost your immune system.

III. City Hall



The target date for City Hall staff to return to working onsite is Monday, May 11; however, City Hall will remain closed to the public until further notice. Returning employees to City Hall requires the entire team to adhere to Centers for Disease Control and Prevention recommendations to minimize COVID-19 exposure.

Building permits

Houses and other buildings must be structurally and mechanically sound to help keep residents safe. This is partially ensured by City of Atlantic Beach Building Department inspectors, who are taking a solution-oriented approach to overcome challenges related to COVID-19. With a commitment to protecting customers and employees, new, innovative processes have been established to ensure vital building inspections and permits continue.

Digital plan review and virtual development review with Building, Planning and Community Development, Public Works, Public Utilities staff is now available.

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Further, to minimize physical contact, the City has implemented virtual, online building inspections to help protect human health through social distancing and ensure that customers receive efficient, effective service at a time that is critical to our economy and health. For a virtual inspection, the contractor uses a smartphone or tablet to visually connect with a City inspector who directs the contractor on how to move around the site and showcase specific elements. Results are given immediately and entered into the City's online system to help move the project forward.

Shifting to virtual inspections is a massive change for the inspectors, who typically get hands-on with measurements and materials on site, and contractors. This new process relies on technology, video conferencing and collaboration between both parties. So far, the reception to the new process has been positive.

As the process is refined, it may be expanded to other service areas and, ultimately, become a permanent part of how the City operates. COVID-19 presents extraordinary challenges, but it also offers an opportunity for local government to innovate.

Building Department applications are published at www.coab.us/97/Permit-Applications-and-Forms.

Tree-removal permits

As is the case with building permits, the tree-removal permit review is being conducted over the telephone and the web. There's no requirement – or reasons -- for visits to City Hall. Site inspections will be performed while following social-distancing guidelines and by videoconference.

V. Utility Billing

The City will not disconnect water customers during this emergency. Also, late fees are now being waived until further notice. Customers are encouraged to set up automatic bank drafts and may do so online at www.coab.us/payments.

Additional information about making payments is published at www.coab.us/paymentoptions. There also is a payment drop box at City Hall. Customers with questions may call 247-5816 or email customerservice@coab.us.

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Utility billing forms and other information are published at <http://www.coab.us/89/Utility-Billing-and-Customer-Service>.

VI. Beach

Although we remain under state and local stay/safer-at-home orders, Jacksonville's beaches reopened to all activities on May 6. There are no restrictions on hours, although social-distancing is required and groups of 10 or more people are prohibited.

Here are guidelines that – if followed – may help ensure that the beach remains open. They are for everyone's safety.

- If the beach is crowded, stay away.
- Even greater social distancing than the 6-foot rule is strongly encouraged on the beach to account for wind and the movement of others.
- Follow the Centers for Disease Control and Prevention's recommendation to wear non-medical, cloth face coverings in public settings where other social distancing measures are difficult to maintain. This helps people who may have the virus and do not know it from transmitting it to others. Here are the CDC guidelines regarding masks: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
- Some beach accesses (including Third, 16th and 18th streets, among others) are not conducive to safe distancing. Please use a mask at these accesses and please do your part to keep a safe distance from others, even if it includes using a different beach access.
- The Police Department enforces parking regulations. If you drive and cannot find a legal parking space, come back another day.
- Please use extreme caution in the water. Ocean rescue staffing is limited.

VII. Parks



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WWW.COAB.US/CORONAVIRUS

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Atlantic Beach’s parks, preserves and dog parks have remained open throughout the emergency with the expectation of social-distance and safety guidelines/regulations are followed.

Areas/courts/facilities reopened

- Playgrounds
- Picnic areas
- Basketball, tennis, pickleball and racquetball courts
- Skateboard park

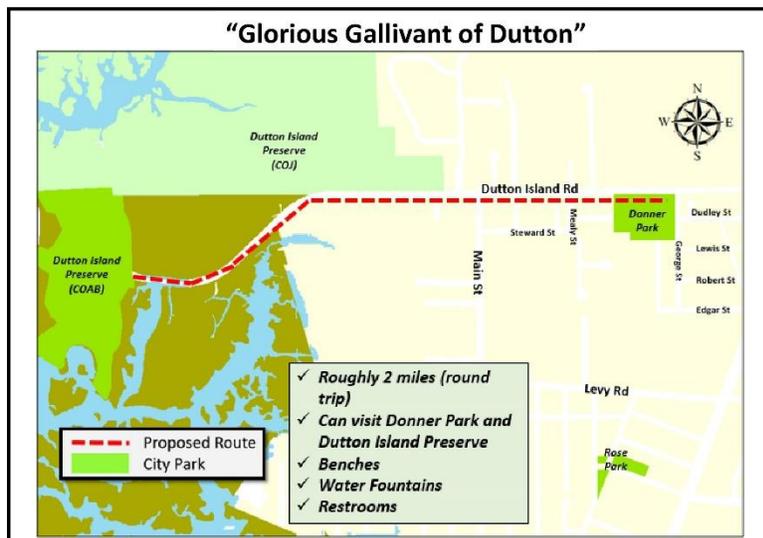
Areas that remain closed

- Park restrooms
- Community centers
- Dutton Island camping

General safety guidelines/regulations for park visitors

- Protective face coverings should be worn when social distancing isn’t possible or practical.
- Social distancing must be observed
- Groups of 10 or more are prohibited
- No organized activities, sports, classes, etc., of 10 or more people.
- Water fountains will be turned off and marked close. Visitors are encouraged to bring their own water bottles.
- Staff will clean/sanitize playground equipment, picnic tables and benches at least twice a day.

- Staff will assist with promoting safety/social distancing, as needed.



Community walking tours

To encourage social distance and good health, the City mapped out six routes for walkers and joggers to consider.

They are named "Heritage Tree Trek", "Four-Park Promenade", and "Heart of AB Trace", "Seaside Stroll and More!",

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“Western Walkabout”, and “Glorious Gallivant of Dutton.” The routes are published at www.coab.us/961/Walking-Tours-Through-AB

Dig Local Network green market

For the time being, the Dig Local Network (www.diglocal.org) green market is located in the parking lot of City Hall at Jack Russell Park. The market operates from 10 a.m. to 2 p.m. Wednesdays and Saturdays.

VIII. Recreation



Recreation programming is temporarily suspended. The City has established a website www.coab.us/VirtualRecreation, to promote health activities

IX. Communications

Communication with residents, businesses, visitors and others is an essential government service, particularly during emergencies. The City of Atlantic Beach has established a COVID-19 telephone hotline (904-247-5804) and is committed to responding to all telephone, email or other inquiries, in addition to regularly providing information and updates via the following communications channels:

- Website (www.coab.us)

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- [City of Atlantic Beach Facebook Page](#)
- [Atlantic Beach Police Department Facebook Page](#)
- [Atlantic Beach, Florida Community Facebook Page](#)
- [Atlantic Beach Life Community Facebook Page](#)
- [City of Atlantic Beach NextDoor Page](#)
- Email newsletter (subscribe at www.coab.us)
- News releases

The City's communications efforts during the COVID-19 emergency also include Facebook Live broadcasts and these public service videos:

- [Staying Safe on Our Beach](#)
- [Avoid Common Mistakes While Wearing Protective Face Masks](#)
- Message from Mayor Glasser



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7. OFFER REGULAR AND/OR CURBSIDE DELIVERY. ASK YOUR CUSTOMER TO WAIT IN THEIR CARS UNTIL THEIR FOOD IS READY.
8. LIMIT THE NUMBER OF CUSTOMERS INSIDE YOUR BUILDING. CURBSIDE DELIVERY IS ENCOURAGED; IF THAT'S NOT AN OPTION, MEET YOUR CUSTOMERS AT THE DOOR.
9. DESIGNATE THE WAIT AREA WITH FLOOR MARKINGS. LEAD YOUR CUSTOMERS BY EXAMPLE BY TAPING THE FLOOR OR SIDEWALK WITH X'S SPACED 6 FEET APART.



X. Public Safety



Victor Gualillo

Interim Police Chief

The Police Department initiated a review of essential Patrol functions and developed a Differential Response Plan with the Emergency Dispatch Center regarding calls for service in an effort to reduce unnecessary contact between officers and the public to reduce the spread of COVID-19.

Police officers' response to calls for service

- Effective March 13, 2020, police officers will answer not in progress, non-violent report

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writing service calls by contacting citizens via telephone whenever possible. If the officer determines that an in person meeting is necessary they will respond to meet with a citizen at a safe social distance.

- Our officers have been provided with Personal Protective Equipment (PPE) that will allow them to investigate crimes and deal with arrestees as safely as possible.
- Protocols have been put into place to report exposures to COVID-19, and there are quarantine, testing and return to work procedures that comply with CDC guidelines should any officer be exposed or infected. Officers responding to a private business or residence will don a face covering before entering a structure to conduct necessary business.



Limited services

- Fingerprinting services have been suspended as of March 17, 2020.
- All necessary contacts with the public for Property/Evidence release will be conducted by a patrol officer rather than civilian staff.
- Police Records requests will be handled electronically when applicable.

Administrative/policy changes

- The State Attorney's Office has made all case filings and warrant requests available online. Telephone meetings will be conducted with attorneys, when reasonable.
- When feasible, meetings and events are being held on virtual platforms to reduce gatherings of staff.

Repositioning of some ABPD sections

- All civilian staff positions have been evaluated for the ability to work from home or reduce time in the police headquarters, as appropriate.
- Beginning March 24, working from home or reducing time working from station was implemented.
- CID Detectives are reducing time at Police Headquarters by working from home when appropriate and case load allows.

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Decontamination/disinfecting

- Written procedures for decontamination after a suspected COVID-19 exposure were disseminated to all staff. The required disinfectants are made available to all staff and are staged in a predetermined location.
- Police personnel are conducting twice daily cleaning of high touch surface areas within the headquarters building. Sanitizing solution is made available to all personnel.
- Police vehicles have all been treated with a persistent disinfectant to reduce the transmission of infectious diseases.

Safety messages

- Periodic electronic messaging is sent to all employees regarding safety procedures, best practices, CDC guidelines, and reminders regarding such.

Recovery plan

- On May 11, 2020, all employees working from home will return to work at the Police Headquarters for normal scheduled hours.
- Dispatch will continue to screen calls for service to determine if a report can be handled by phone.
- Sanitizer and disinfectant are readily available throughout the police station, as well as for public use in the front lobby.
- Personnel will wear latex gloves and mask when conducting fingerprinting services for residents.
- Records and Dispatch will continue to interact with the public through a glass security window, limiting any person to person contact.
- Property/Evidence personnel will wear latex gloves and mask when interacting with the public to release property.
- Twice-daily sanitizing of high touch surface areas within the Police Headquarters building will continue.
- Officers who work in the field will ensure that they have PPE readily available in their patrol vehicle and utilize such as deemed appropriate.

(Updated May 8, 2020)