



## REVISED PROCEDURES

Date of Revision: 9/2/21

The Town of Belleair has been open with precautions in place. These procedures are subject to change based on guidance from the CDC and local health departments. For more information, please visit [www.townofbelleair.com/covid](http://www.townofbelleair.com/covid). These procedures may be modified as necessary by the Town Manager to ensure the safety of residents, staff, and continuity of operations.

### TOWN HALL AND PUBLIC WORKS

- Facilities are open to the public, access will be granted through the parking lot and front entrances.
- We are still encouraging business to occur telephonically or through meeting software to reduce unnecessary contact. For the safety of our staff and the public, many interactions may take place behind physical barriers.

### **PUBLIC MEETINGS**

- Commission and advisory board meetings are being held in person until the Town Manager or Commission determine otherwise. The public may still participate remotely and if necessary board members and other panelists may also participate remotely. An in-person quorum of voting members is required for any official actions. Instructions and agendas are available at [www.townofbelleair.com/meetings](http://www.townofbelleair.com/meetings).

### **SCREENING PROCESSES**

- Visitors entering Town buildings are strongly encouraged to wear a face covering while inside. Generally, no children under the age of two should wear a mask.
- Signage may be posted asking that individuals experiencing symptoms of illness remain outside the facility. In these situations, public business will be offered remotely by telephone or other safe alternative means.

### **PROCEDURES FOR VACCINATED AND UNVACCINATED STAFF**

- As a reminder, social distancing is encouraged where possible for employees
- Town employees are required to self-screen each day. Employees who meet any of the following criteria will be required to quarantine:
  - Have registered a temperature above 100.4 degrees fahrenheit when not under fever-reducing medication within the past 24 hours;

- Are experiencing a combination of abnormal symptoms such as a persistent cough or combination of other symptoms such as muscle aches, headaches, gastrointestinal symptoms, fatigue, or other symptoms attributed to the COVID-19 virus. **(May return to work after symptoms subside);**
- Live with someone who tested positive for COVID-19 within the past 20 days. **(May return to work after 14 days from date of symptoms onset for the patient with a negative test result on day 13 or later;**

### **Employees who are NOT fully vaccinated**

A maximum of four (4) Paid Administrative leave days will be available for employees who are not fully vaccinated in the event of a known work related close contact with an assumed or confirmed COVID-19 case. Additional Paid Administrative Leave may only be granted by approval of the Town Manager.

- Tested positive for the COVID-19 virus. **(May return after 10 days from symptoms onset AND at least 24 hours of no fever when not taking fever reducing medication);**
- Had known close contact with a confirmed COVID-19 case within the 48-hour period prior to their symptoms onset or during the 14-day period from onset of their symptoms. Close contact is defined as being within 6 feet of a patient for more than 15 minutes in a day. **(May return after 14 days from date of last close contact.)**
- Live with someone who tested positive for COVID-19 within the past 20 days. **(May return to work after 14 days from date of symptoms onset for the patient with a negative test result on day 13 or later.)**

### **Employees who are fully vaccinated**

A maximum of ten (10) Paid Administrative leave days will be available for employees who are fully vaccinated in the event of a known close contact with an assumed or confirmed Covid-19 case or in the event that the employee tests positive for Covid-19. Additional Paid Administrative Leave may only be granted by approval of the Town Manager.

- Tested positive for the COVID-19 virus. **(May return after 10 days from symptoms onset AND at least 24 hours of no fever when not taking fever reducing medication);**
- Had known close contact with a confirmed COVID-19 case within the 48-hour period prior to their symptoms onset. May return with a negative test result on day 4 or after. Close contact is defined as being within 6 feet of a patient for more than 15 minutes in a day.
- Live with someone who tested positive for COVID-19 within the past 20 days. **(May return to work after 14 days from date of symptoms onset for the patient with a negative test result on day 13 or later.)**

No employees with symptoms of illness should report to work. Any employee with a temperature of 100.4 degrees or higher must quarantine until at least 24 hours after their temperature has gone back down without fever reducing medication.

When staff are placed in a quarantine they are required to monitor temperature using a thermometer at least once every 12 hours. Please notify Human Resources if you are in quarantine and need assistance getting a thermometer.

Remote work is still allowed and encouraged during mandatory quarantine. Supervisors should consult with affected employees to identify ways to maintain productivity. Light duty may be made available, but it is not guaranteed. Please refer to the Tele-Work Policy for guidelines and procedures.

## RECREATION PROGRAMS, CAMPS, AND FACILITIES

### **RECREATION PROGRAMS WITH LIMITED CAPACITY**

- The Recreation Department will continue with enhanced cleaning and other precautionary measures for indoor programming.
- All visitors and employees will be asked to self-screen each day. All visitors are strongly encouraged to wear a face covering.
- Hand sanitizer will continue to be available.
- In cases of widespread infection, programming may be modified and or suspended. Visitors and/or parents will be notified of modifications promptly.