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Coronavirus Disease (COVID-19) Reopening Protocol

As we begin to reopen, the measures we take collectively will significantly contribute to the personal safety of all employees. We will evaluate our reopening plan through each phase of reopening and may adjust it according to any updated guidance.

PILLARS OF REOPENING PROTOCOL

This reopening protocol applies to all SAO employees. This protocol is based on three pillars: hygiene, social distancing, and the use of face coverings.

Hygiene [CDC- Prevention](#)

- You should wash their hands repeatedly throughout the day with soap and water or use hand sanitizer containing at least 60% alcohol.
- You should cover your face when sneezing or coughing.
- You should not come to work if you feel ill or are exhibiting symptoms of the virus.

Social Distancing [CDC- Social Distancing](#)

You should practice social distancing by remaining at least six feet apart from others. Transmission or spread of the virus can be reduced through social distance.

Masks or Face Covering [CDC- Face Coverings](#)

The CDC recommends wearing a mask or cloth face covering in public settings where social distancing measures are difficult to maintain. You should wear a mask in open areas of the office such as common areas, entrance ways, and hallways unless you can remain a distance of six feet from others.

REOPENING PHASES

Reopening our offices in Duval, Clay, and Nassau will occur in three phases. In all phases of reopening, employees who are considered members of a vulnerable population may continue to work remotely. Vulnerable individuals are defined as elderly individuals or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

Floor Captains

Floor Captains are attorney and staff leadership teams from units housed on each floor, and in Nassau and Clay. Floor Captains will work with the Unit Supervisors and Attorney Leadership in all three counties to establish work schedules and encourage social distancing. Prior to each phase of reopening, your supervisor will inform you of your work schedule based on the work and occupancy schedules established by the Floor Captains. The occupancy schedules are based on percentages of all employees assigned in each office.

Phase One

- No more than **25%** of employees work in-office on any given day.
- Employees may dress down during this phase.
- All employees are encouraged to continue working remotely as their duties and responsibilities allow.

Phase Two

- No more than **50%** of employees of work in-office on any given day.
- All employees are encouraged to continue working remotely as their duties and responsibilities allow.

Phase Three

- Resumption of unrestricted staffing.

CONTINUED PREVENTION FOR ALL EMPLOYEES IN ALL REOPENING PHASES

Additional Common Area and Personal Prevention Measures

- Knock before entering an office with a closed door;
- If you work in an office, place your trash outside of your door each evening to limit cleaning staff from having to enter your office;
- Do not share personal items like your mobile phone, pens, note pads, umbrellas, mugs, cups, or water bottles;
- Do not invite or bring any guests to the office unrelated to your duties;
- Conduct all meetings virtually by using computer or telephonic platforms;
- Limit occupancy in common areas, including breakrooms, restrooms, entrances and hallways;
- Limit occupancy in elevators to no more than two people;
- Refrain from using a bare hand to touch doorknobs or handles, elevator call buttons, and other points of contact used by other employees throughout the day;
- Ensure that commonly used doors are propped open throughout the workday.

Public Entrance and Visitors

All visitors seeking entry to the SAO through a public entrance will be screened. Visitors will be required to wear a mask or face covering before leaving the public entrance area. Law enforcement personnel who visit the SAO will be required to wear a mask or face covering should they leave the law enforcement corridor or deposition room and they are unable to social distance.

EXPOSURE PROTOCOL

Our current protocol for notifying the Administration of a COVID-19 related illness or suspected or known contact with a COVID-19 case remains in effect.

Travel (Work and Personal)

During the first phase of reopening, work-related travel is not permitted. A decision regarding the resumption of essential work-related travel will be made prior to entering the next phase of reopening.

Consistent with previous guidance, as we proceed through the phases of reopening, all employees must notify First Assistant Steve Siegel or Chief Investigator Tim Quick of personal travel plans involving travel:

- Out of the United States;
- On a cruise; or
- To any area experiencing community spread of COVID-19 as identified by the CDC or a state public health agency.

Prior to entering any of our offices, you must contact Siegel or Quick for clearance.

ADDITIONAL INFORMATION

For further information, please visit the following link for the Center for Disease Control and Prevention website: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>