



CITY OF OKEECHOBEE
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Okeechobee City Council

Mayor Dowling R. Watford, Jr.

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Memorandum

Date: May 18, 2020
To: All Staff
CC: Mayor Watford and City Council Members
From: City Administrator Marcos Montes De Oca, P.E.
RE: **Operation Procedures for City Hall in Reopening to the Public**

As we move into Phase One of the COVID-19 pandemic, we will continue to follow the appropriate FL DOH protocol. City Hall will reopen to the public tomorrow, Tuesday, May 19, 2020 with precautions in place for our citizens and employees, with the following guidelines:

- Staff should continue to maintain social distancing.
- Masks will be provided to all employees if they choose to wear them.
- Members of the public should wear masks upon entering the building and while inside any office.
- Appropriate signage will be posted on all entrance doors.
- There will be markings on floors indicating 6' separation for those waiting in line.
- There will be limits on the number of people allowed in the lobby at one time.
- The Building Department and Business Tax Receipt Office will be equipped with hand sanitizer and splash guards for the safety of citizens and employees.
- Online, phone, and email services remain available and residents are encouraged to continue to utilize them as much as possible.
- If you are sick, please stay at home. Do not enter City Hall.

Meetings will be open to the public with limited seating due to social distancing and capacity. Comments will be accepted in writing as well as during the meeting via Zoom®. Seating for the public will be on a first come first serve basis.

CDC and DOH guidelines for screening will be implemented in the downstairs commons area prior to entering the council chambers. Any individual member of the public wishing to give comments during the meeting may utilize the upstairs reception area while waiting to enter the council chambers when called upon one by one.

It is our goal to continue to serve our public and provide our services, while providing safety to both our employees and the public. The public's health and safety are of paramount importance.