



# CITY OF DELRAY BEACH


## CITY MANAGER'S OFFICE

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## MEMORANDUM

**TO:** Honorable Mayor and Commissioners, City of Delray Beach

**FROM:** Jennifer Alvarez, Interim City Manager 

**DATE:** October 15, 2020

**SUBJECT:** In-Person Public Meetings

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As you are aware, the City of Delray Beach (City) will be resuming in-person City Commission Meetings on October 20, 2020. Staff from various City departments have worked diligently to establish operational and safety measures for this transition. Below please see the summary of the COVID-19 safety protocols that will be implemented for in-person public meetings.

### **TRADITIONAL IN-PERSON MEETINGS**

Traditional in-person meetings will resume in the City Commission Chambers. The following protocols will be in place during all meetings held in the Chambers:

- 1) Plexiglass partitions have been installed in front and on the sides of each seat on the dais.
  - a. Partitions will be cleaned by City staff before each public meeting with a disinfecting agent.
- 2) Every person will be properly screened prior to entering City Hall (screening procedures are detailed below).
- 3) Seating in the Chambers will be staggered to allow for adequate social distancing between people, side to side and front to back.
- 4) A Fire Inspector will be present to ensure that no more than 36 persons are allowed in the Chambers.
- 5) Space for Department Heads/Staff attendance will be in the 1<sup>st</sup> floor conference room.
- 6) Separate overflow space will be set up for the public to wait and view the meeting until their time to speak.
  - a. Prior to November 3<sup>rd</sup>, the overflow space will consist of an air-conditioned tent set up outside on the south-side lawn of City Hall, between City Hall and the Community Center. The meeting will be broadcast, with a short delay, to a TV inside the tent. Restrooms will be available at the tennis center.
  - b. After November 3<sup>rd</sup>, the overflow space will be set up inside the gymnasium at the Community Center. The public will view the meeting from the Gymnasium.

## **UNIVERSAL SAFETY PROTOCOLS FOR IN-PERSON MEETINGS**

For all in-person meetings, the following safety protocols will be followed:

- 1) Every person entering City Hall for any Public Meeting (including overflow areas) must be screened upon entering City Hall.
  - a. Every person must wear a mask upon entering City Hall. If they do not have a mask, one will be provided.
  - b. Every person must be screened. Screening includes:
    - i. Answering a six (6) question COVID-19 questionnaire.
    - ii. Submitting to a facial temperature screening. Temperature must be below 100.0.
  - c. Every person who passes the screening process will be given a wrist band to wear while attending the meeting inside City Hall or in the overflow space. Each meeting, the wristband color will change to prevent anyone from skipping the screening process.
- 2) Hydrostatic spraying will occur at least once in between every meeting and at least two (2) hours before the start of a meeting to ensure time to dry.
- 3) Hand sanitizing stations will be located at the entrance of City Hall and at the door into the chamber seating area.
- 4) Garbage cans will be located at the entrance of City Hall and at the door into the seating area.
- 5) Large signs will be created and placed at the entrance of each door with the following information:
  - a. Proper social distancing is always required.
  - b. All individuals/parties must be seated in accordance with the seating configuration (with a drawing showing two seats between individuals/groups and staggered seats in front/behind individuals/groups).
  - c. All individuals must wear masks and their wrist band at all times. Indoor eating and drinking are not permitted.
  - d. Respiratory etiquette is strongly encouraged (covering coughs and sneezes).
  - e. Individuals desiring to make public comment must register at the City Clerk's table in the Lobby after they have been properly screened.
  - f. If an individual is sick or someone in their household is sick or they present with a fever of 100.0 or higher, entry into City Hall will be denied. There is no virtual two way-communication.
- 6) Limited facility access to the public will be provided, with a City Ambassador or staff from the Department hosting a meeting stationed in the Lobby before and during the meeting. Members of the public will be admitted one person at a time, unless they are a family or household unit in which case they can be admitted together.
  - a. City Ambassadors will wear a name tag identifying themselves as a "City Ambassador".
- 7) At the screening table, a City Ambassador or staff from the Department hosting the meeting will ask the following questions before taking the temperature of the person:
  - a. Have you tested positive for the coronavirus within the last 14 days?
  - b. Have you had close contact with someone who has or is under investigation for coronavirus within the last 14 days?
  - c. Have you taken any fever reducing medicine such as Tylenol or Advil for fever within the last 12 hours?

- d. Have you been sick with a fever, cough, shortness of breath, or respiratory infection within the last 14 days?
  - e. Have you experienced persistent pain or pressure in your chest over the last 14 days?
  - f. Have you experienced a loss of taste or smell sensation within the last 14 days?
  - g. Are you in Delray Beach right now?
- 8) If the answers are satisfactory, the City Ambassador or staff will take the temperature of each person entering the facility. No one will be admitted with a temperature above 100.0 Fahrenheit.
- 9) Each City Ambassador or staff will have a table located nearby with the following items which can be provided to each person entering as needed:
- a. Face mask (only if the person does not have one)
  - b. Paper copy of the agenda and any relevant handouts provided to the public for the meeting (at the City Clerk's table only).
- 10) Once inside the facility, individuals will be required to wear a mask and their wrist band at all times. Drinking and eating will not be permitted. A person may leave to eat, drink or smoke but must present their wrist band or follow the entry protocols to re-enter (temperature retake).
- 11) Once inside the facility, individuals will be required to be seated according to the seat configuration in the chamber.
- 12) If a member of the public would like to speak, they must sign up during the screening process.
- 13) Public comments will be facilitated with a podium and microphone at two locations inside the Chambers. A sign will be displayed asking each person to wipe down the podium/microphone after each use. While one podium dries, the alternate podium can be used by the next speaker. (Please note the second podium on the west side of the room may not have camera coverage. IT Department is working on a solution).
- 14) Seating in the first row of the Commission Chambers is prohibited. All Department Heads/Staff that are presenting an agenda item will remain in the 1<sup>st</sup> floor conference room where they can be safely socially distanced until it is time for their item(s). They will be able to observe the meeting from this location, so they know when the Commission is ready to hear their item.
- 15) A Fire Inspector will be present to ensure capacity of the location does not exceed 36 persons, not including staff and City Ambassadors.
- 16) Police officers will be present inside and outside each facility to ensure public safety and compliance with these guidelines.

Staff is prepared to adjust this plan, as needed, to ensure that all meetings are safe and in compliance with all guidelines.

c: Lynn Gelin, City Attorney  
Renee Jadusingh, Executive Director, Delray Beach CRA  
Executive Leadership Team