

*Board of County Commissioners*

# Reopening County Facilities to Public Access

May 19, 2020



# Outline

- **Workgroup**
- **Building Preparations**
- **Employee Re-entry to Facilities**
- **Potential Services/Building Reopenings**



# Workgroup

- Opportunity to share thoughts and ideas across agencies
- Plan/prepare for County building reopenings
- Identify a consistent approach across facilities
  - Equipment
  - Products
  - Processes and procedures
- Discuss what is effective, and new ways of doing business as buildings continue to open



# Workgroup

- Clerk of Courts
- Comptroller's Office
- Court Administration
- Lynx
- Property Appraiser
- Public Defender
- Sheriff's Office
- State Attorney
- Supervisor of Elections
- Tax Collector
- Convention Center
- Corrections
- Facilities Management
- Family Services
- Fire Rescue
- Health Services
- Human Resources
- Parks
- Planning, Environ, Develop Services
- Public Works
- Utilities



# Services/Building Closings

**March 13, 2020**

- Orange County Courthouse closed with limited access to the public

**March 16, 2020**

- Parks and Recreation closed gyms, pools, camps, playgrounds, rec centers, etc.

**March 19, 2020**

- Utilities closed customer lobby, kept drive-thru open and went to on-line services

**March 20, 2020**

- Comptroller's and Tax Collector's Offices closed to public, went on-line for services

**March 23, 2020**

- PEDS Divisions closed, went on-line for services
- Orange County Property Appraiser's Office closed, went on-line for services

**March 27, 2020**

- Orange County Administration Building and Animal Services closed to public



# Services/Buildings Remaining Open

## Corrections

- March 16 - Suspended all chaplains and volunteers from entering Admin Bldg.
- March 23 - Admin bldg. closed to offenders/public reporting for community supervision
- March 25 - Closed Video Visitation and suspended Work Release Program

**Fire Rescue – Closed stations to visitors in March, but all Fire Rescue operations remain open**

**Public Works – All operations still working with limited traffic in Main building**

**Orange County Sheriff's Office – Limited access at sub stations, but all operations remain open**

**Utilities – All operations still working**



# Metrics for Employee Teleworking

- **Teleworking for County employees began March 23**
- **Through May 11:**
  - **In a 24 hour period, there is an average of 2,976 VPN connections to the Orange County BCC network**
  - **A total of 7,910 online meetings with over 30,337 participants used the WebEx platform**
    - **This is an average of 220 meetings/day hosting 843 participants**



# Building Preparations

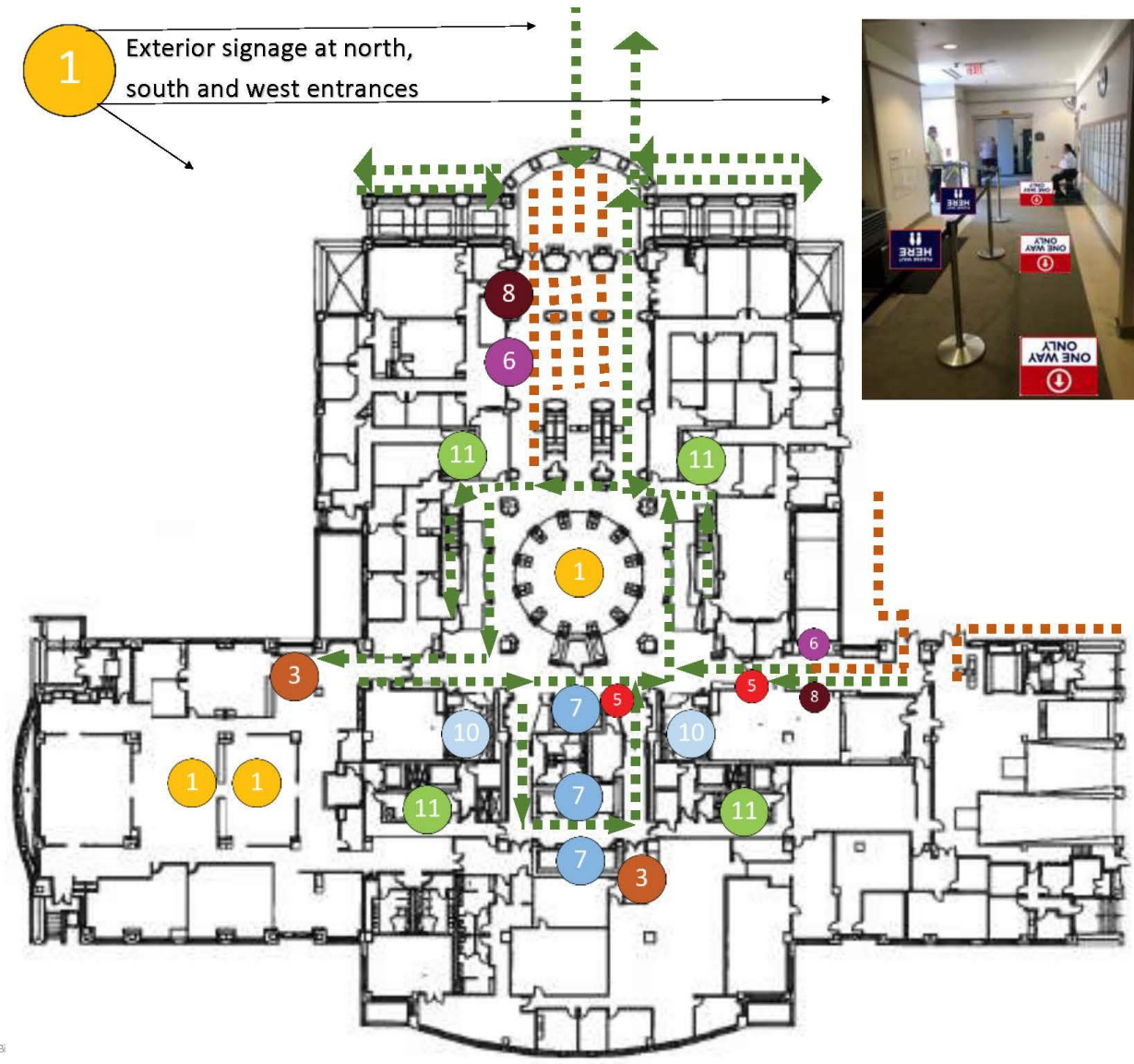
- **Touchless hand sanitizer stations**
- **Signage for building entrances, common areas, lobbies, elevators, restrooms, etc.**
  - Helps with social distancing
  - Courthouse/Branch Locations, JAC, County Admin, Community Centers, History Center
- **Installing custom sneezeguards for customer service locations**
  - Pre-fabricated custom ordered
  - Custom built by our Facilities Management employees



# Building Preparations – Signage Examples



# Building Preparations – Courthouse Signage



First Floor





# Building Preparations – Custom Sneezeguard





# Building Preparations – Custom SneezeGuard







# Building Preparations – Custom Sneezeguard





# Building Preparations

- 200 face shields were ordered and received
- Multiple vendors to provide nightly and emergency disinfecting services
- Touchless sign in software being developed with ISS
  - Pilot project for County Admin, IOC I and II
- Temperature checks being assessed by building/agency
  - Handheld infrared temperature thermometers
  - Thermal scanners and temperature readers to attach to current walk-through security screeners are being evaluated

# Building Preparations – Infrared Thermometer



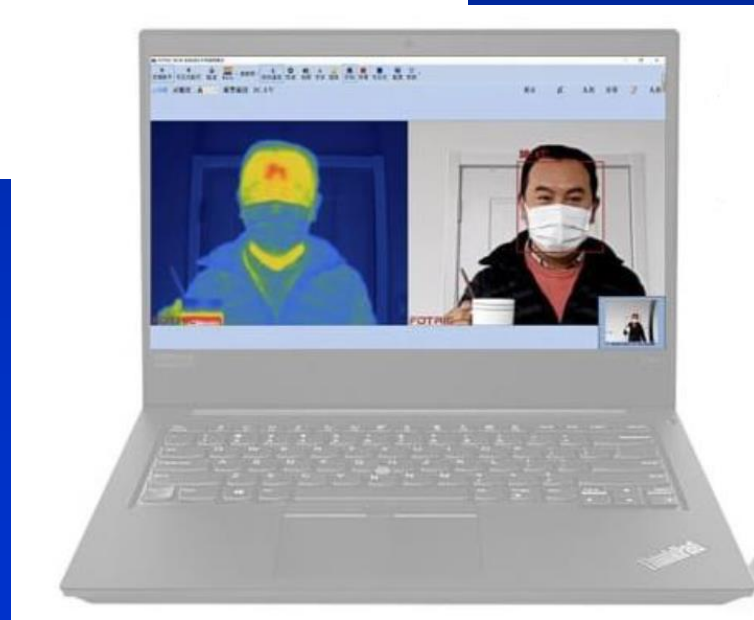


# Building Preparations – Thermal Scanner





# Building Preparations – Walk Through Reader





# Building Preparations

- **Assessing Building Systems and Equipment**
  - HVAC filters
  - Increase cleaning of HVAC condenser unit coils
  - Humidity control in buildings
  - UV lighting in HVAC equipment



# Employee Re-entry to Facilities

- Teleworking to continue for time being where applicable
  - Slow re-entry for employees back to facilities
- Face masks should be made available to those returning to work
- Evaluating option of antibody testing for returning employees
  - May be of some value
  - Varying degrees of success with tests
- Janitorial and sanitizing increased where needed
  - Adding full-time day porters in high traffic facilities whose sole purpose will be to wipe down surfaces during the day



# Potential Services/Building Reopenings

## Clerk of Court

- May 4 - Branch offices open “by appointment only” for marriage licenses
- May 26 – Target to open for marriage ceremonies and passports “by appointment only”

Tax Collector – On May 4, all offices open “by appointment-only” for customers

OC Library - 5 locations will reopen on May 18 at 25% capacity for essential services

Animal Services – Opening May 22 for adoptions “by appointment only”

## Supervisor of Elections

- May 18 - All full time employees working on-site daily
- June 1 - Will reopen to public with limited access/call ahead appointments

## OC Courthouse

- June 1 - Courthouse will reopen for non-jury trials
- July 1 - Courthouse will reopen for jury trials



# Orange County Convention Center

- OCCC Recovery and Resiliency Guidelines are posted on our website at [occc.net/guidelines](http://occc.net/guidelines)
- Recovery and Resiliency Guidelines were released to employees, clients and partners last week
- Phased return to work begins this month
- Facility staff working at approximately 50% capacity to ensure physical distancing
- Staff will continue to telework



# Parks and Recreation

- **Parks and Rec. Division phased opening plan**
  - **Phase 1 – Current phase**
    - Parks remain open
    - Pool, rec. centers, gymnasiums, playgrounds, camps, exercise classes, etc. closed
    - Boat ramps target reopen May 22, Summer camps target reopen June 1
  - **Phase 2 – Social distancing requirements extend to less than 50 people**
    - Open playgrounds & contracted concessions
  - **Phase 3 – Social Distancing greater than 50 people**
    - Open pavilion rentals, camping, pools, splash pads, athletic fields, and all other amenities
    - Continue to practice social distancing when possible, increased facility sanitization continues, PPE continues to be used by staff



# Summary of Reopenings

- Plan reopenings with input from all agencies and departments
- Building preparations include a consistent approach for purchasing equipment and products as well as implementing procedures to make our buildings safe and clean to enter
- Continue with telecommuting on some levels, virtual meetings, increased sanitation and protective equipment in place
- Work on staging re-entry into our buildings
- Continue to follow Governor's phasing plan

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