



OFFICE OF MAYOR LENNY CURRY


ST. JAMES BUILDING
117 WEST DUVAL STREET, SUITE 400
JACKSONVILLE, FLORIDA 32202

PH: (904) 255-5000
FAX: (904) 255-5032
www.coj.net

MEMORANDUM

DATE: March 26, 2021

TO: All City of Jacksonville Department Directors (except Fire Chief Powers)

FROM: Brian Hughes, Chief Administrative Officer 

SUBJECT: Public Building Operations

Concurrent with the expiration of Mayor Curry's Emergency Executive Proclamation 2020-005, please find requirements below as to operations for City owned buildings and employees:

- Signage will be posted encouraging visitors and staff not to enter the building if they have symptoms of COVID-19, a fever of 100.4 degrees Fahrenheit or higher, are currently undergoing evaluation for COVID-19 infection, a diagnosis of COVID-19 in the prior 10 days, or have had close contact with someone infected with COVID-19 during the prior 14 days.
- Signage will be posted regarding the recommended use of masks and social distancing. Any member of the public entering City owned public buildings may choose to wear a mask inside the building, and any staff who have regular contact with the public may choose to wear a mask inside the building.
- Signage and floor stickers to encourage social distancing will be installed in all public gathering areas, reception desks, and public counter space where permits and other functions are processed.
- Elevator use stickers will be installed at all elevators to notify users of new limitations of 4 people to an elevator and you should stand in each corner of the elevator.
- Hand sanitizer stations will continue to be utilized in areas where the public frequently visits.
- Department Directors should continue to serve customers by appointment only as the services allow.
- All employees who have been working remotely shall return to work in the office promptly unless their leave is covered by FMLA.