

June 5, 2020

Subject: COVID-19 Screening Protocol

For the safety of employees and contractors, the City of Tallahassee (The City) is currently conducting health and temperature screening personnel entering City buildings, including suppliers and contractors. If your contract requires your firm or company to enter a city building and interact with city employees or engage with the general public on behalf of the City, please expect to be screened. This means that your staff will be subject to a non-contact thermal scan, and asked the following three questions upon entering the building.

Have you developed any symptoms of a respiratory infections, such as a cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of taste or smell, diarrhea or vomiting that do not have a known cause?

Have you tested positive for COVID-19 or had any direct exposure to anyone to someone with confirmed COVID-19?

Other than traveling between your work and your home "local area" have you traveled or been with others that have traveled outside of Tallahassee?

Depending on the answers to the above questions and the thermal scan, your firm or company may be asked to return on another day to fulfill the contracted obligation or send another staff member. Furthermore, in those instances when social distancing is not possible (no less than six feet between persons) we ask that your staff member wears a mask. If your staff member does not have one, the City can provide your staff member with a disposable mask in order to complete the contracted work. Please share this information with your staff and/or subcontractors so they have awareness of this protocol and understand expectations if working for or on behalf of the City of Tallahassee.

Finally, if you have questions about the above protocol, please feel free to contact your assigned contract administrator, city representative, the City's Procurement Manager or Safety Office. We sincerely appreciate your cooperation and understanding.