Florida VR General - Summary of Reopening Activities

* The Florida Department of Education Division of Vocational Rehabilitation’s (VR) reopening strategy is based on the following priorities:
	+ Florida Department of Health and CDC guidelines for social distancing, cleaning, and risk mitigation should be followed.
	+ Virtual meetings by telephone and/or video call should remain the first choice for working with customers.
	+ Individuals in risk categories (underlying health conditions, age, etc.) should be given the opportunity to continue telework.
	+ Individuals who are caregivers should also have an opportunity to telework at least until schools, childcare, eldercare, etc., are available.
* All VR staff were surveyed about current teleworking status, reason for teleworking, barriers to returning to work (childcare, health risk, age, etc.), and priority topics related to reopening. Survey results were provided to state and area leadership to assist with planning.
* A checklist was provided to each area for completion at the unit level. The checklist requested information about supplies that were ordered for each area, including: face coverings, cleaning supplies, and no-touch thermometers. The survey verified the status of physical changes to office space to ensure social distancing and appropriate signage. Specific spaces were designated to meet with customers by appointment only. State level staff worked to redistribute equipment or assist with ordering, as needed.
* Each unit was asked to provide a schedule of rotating office coverage designed to ensure that someone would be at the office during working hours, and that social distancing could be maintained.
* VR staff will meet with visitors and customers face-to-face by appointment only.
* All individuals requesting an appointment will undergo a preliminary health screening to determine whether a face-to-face meeting is appropriate. People with appointments will undergo a temperature check and a health screening before entering VR offices.
* All VR staff, customers, and visitors, will have their temperature checked by VR staff with a “no touch” thermometer. Individuals with a temperature of 100.4 or above will not be admitted.
* VR will provide disposable face coverings to visitors or customers upon request. Visitors are encouraged to wear face coverings, but they are not required.
* VR staff are required to wear face coverings while meeting with customers.  Alternatives for individuals who speech read are being explored, including clear visors and masks, or the use of technology.
* Communications have been prepared for VR staff and the public outlining the new procedures. They will be widely distributed when a reopening date is certain.
* VR leadership stays in close communication with leaders in the field to address any issues as they arise.