



Business Administration & Operations Activities

Summary March 2020 – COVID 19

Administration

- As **COVID 19** became a threat in early March; reached out to staff requesting anyone feeling ill to not come in as well as criteria for cleaning work areas. Consulted with Paul Hederman.
- Created check lists that were placed in the break room and volunteer room for staff to all chip in to keep the common areas clean with clear direction on protecting the animals from the cleaning chemicals. Visitor center to no longer using wrist bands, instead using stickers which we eventually stopped doing as well to avoid unnecessary contact with the public. Shortly thereafter areas such as the visitor center tanks and activities were roped off.
- Met with Lead Staff to brainstorm/plan phases and varying scenarios regarding changes to business due to COVID 19, creating an action plan outline to become emergency protocol and creating a planning checklist for a pandemic emergency.
- FOS closed its doors to the public on March 17. Part time gift shop and visitor center employees temporarily suspended. Met/discussed concerns with individual staff members regarding the closure and guidance to apply for unemployment. Lead staff to implement remote work for those that can.
- Suspended landscaping, cleaning service, and reduced the after-hours security service by half (6pm-12am now)
- Worked with IT to set up remote work stations. Work that can be done from home should be and staff are practicing social distancing.
- Created a telecommute agreement for staff that will be working remotely.
- Notice to employees they must obtain approval for any new purchases, with the exception of Animal Care.
- Created cash projection spreadsheet. Supplied requested cost amounts and explanations Abbie's spreadsheet.
- Researching the stimulus package options for non-profit assistance. Working with Mark Perry to submit our application for the SBA Paycheck Protection plan. Awaiting further clarification from Seacoast on procedures.
- Working with Matt Dunn from Brown & Brown on the insurance renewal (May 1), requested information on payment plans.
- As the Governor ordered Stay at Home orders, staff has been cut back from going on site. We have an on-site FOS employee until 5:30 seven days/week until further notice as essential staff (mail collection/receiving essential deliveries/security).
- Coordinating with Susan Boone/Bookkeeper to cover payables weekly.

Susan Scheyder
Director of Business and Operations

Operations summary:

- Repaired rusted gate/fence at butterfly garden
- Supervised paver completion at statue
- Set up (caution) tape and closed signage at FOS entrance
- Raised part of bridge and installed fill leading to bridge 11 on nature trail
- Repaired butterfly garden water issue, power washed pavers, weeded and trimmed.
- Worked on (received) estimate for parking lot lighting
- Turtle transit van roof repaired (second van brought to repair shop)
- Weeded north side of the lagoon
- Installed water and waste lines to new research lab building
- Built and installed sink and hose line for new research lab