

COVID-19 Information:

Due to the COVID-19 pandemic we have altered our normal processes to support the effort to limit the spread of the novel coronavirus. These changes include the elimination of in person meetings. We continue to offer stand-up reviews through the use of video conferencing applications. If you have requested a stand-up review appointment, you will receive an invitation to participate in a Skype for Business or Microsoft Teams meeting. We are also using these application to reduce the need for onsite presence during surveys. We still ask for the design professionals to participate in the surveys, but they may elect to do so in person or by video conference.

Most of our staff are now working from home to insure that they stay healthy and are able to continue to perform their duties. Please submit construction documents and other submittal documents by email in the form of PDFs, word documents, and excel spread sheets. Documents requiring signing and sealing may be electronically sealed in accordance with applicable rules (See Florida Administrative Codes 61G1-16.005, 61G15-23.004, and 61G15-23.005) or physically signed and sealed and submitted by mail. The approval of a project to commence construction will not be subject to receiving signed and sealed paper copies, but these signed and sealed copies will be required before the project is considered complete.

We place a high priority on projects that are related to the COVID-19 response. These projects include modifications needed to isolate infected patients, those that create new acute care beds or other beds that are critical in handling a patient surge, and alternate care sites. These projects will be reviewed prior to other projects by off-cycle stand-up review or expedited review. Minor modifications to create temporary airborne infection isolation rooms (TAIIR) may be submitted for a cursory review where such modifications do not result in more than 4 such rooms served by the same air handling unit. Please see [*Guidance for Converting a Patient Room into a Temporary Airborne Infection Isolation \(TAII\) Room.*](#) Modifications that exceed these parameters will require additional expedited review to ensure that possible negative consequences are mitigated.

Additional Resources:

National Fire Protection Association (NFPA)

[Fact Sheet – Maintaining Safe Health Care Facilities in Extraordinary Times](#)

[White Paper - Temporary Compliance Options for Code Modifications, Alternate Care Sites, and Facilities Related to Health Care](#)

American Institute of Architects (AIA)

[COVID19 ArchMap – Mapping COVID-19 Related Architecture Projects](#)

[Alternate Care Sites Preparedness](#)

FAQs

Q: Is the Office of Plans and Construction still conducting plan reviews and surveys?

A: Yes, we are still reviewing plans at all stages of development (stages I, II, & III) and conducting 80% survey and final construction 100% surveys. Our review and survey process have changed to reduce the need for face-to-face contact to help control the spread of the virus. We are currently requesting the submission of electronic documents and using video conferencing technology to conduct stand-up reviews and most surveys.

Q: Can I still submit paper plans?

A: We are still accepting paper plans, but we ask for electronic copies to be submitted as well since most of our reviewers are working from home to help control the spread of the virus and to protect their health.

Q: Do I need to submit signed and sealed construction documents?

A: Yes, but we will accept pdfs that are electronically signed and sealed in accordance with Florida Administrative Codes 61G1-16.005, 61G15-23.004, or 61G15-23.005. Signed and sealed hardcopies will be needed only if electronically signed and sealed PDFs are not transmitted. If production and/or shipping of paper copies will require violation of the governor's "stay at home directive" or the firm's social distancing practices, the submission of these documents may be delayed until after the easing of measures. The receipt of signed and sealed plans will not be required for project approval, but it will be necessary for the project to be considered completed.

Q: I understand that Plans and Construction is conducting stand-up review appointment and construction surveys using video conferencing. Will we need to purchase special equipment or software?

A: We are using Skype for Business and Microsoft Teams to conduct these function remotely to eliminate the need for travel and potential exposure to COVID-19 to ourselves and others involved in the reviews. Participants will receive a meeting invitation with a link to join the meeting. You may be asked to download and install a free application. There is no need to purchase software or subscribe to any service.

The only required equipment for the standup meeting is an internet connected computer. It is recommended that user also have a monitor that is large enough to view the project documents clearly.

Surveys will require a portable internet connected device with rear facing camera. A smart phone is recommended since these devices are easy to carry and typically have a good quality rear facing camera.

Q: How do I send my electronic documents and what type of files can be submitted?

A: At this time, we are not able to accept documents through an external FTP site or by data storage device (DVD, flash drive, etc.). Please submit electronic documents for new "Mail-in" submissions to OPC@ahca.myflorida.com.

Electronic documents for new “Standup review” requests should be submitted to: OPCSTANDUPTLH@ahca.myflorida.com (Tallahassee office), OPCSTANDUPTPA@ahca.myflorida.com (Tampa office), OPCSTANDUPORL@ahca.myflorida.com (Orlando office), or OPCSTANDUPMIA@ahca.myflorida.com (Miami office). Documents for surveys should be emailed directly to the surveyors.

Q: Who is required to attend the survey? If I am representing the design architect or engineer, do I need to be on-site?

A: For a list of personnel that will need to be in attendance please refer to the OPC [Survey Check List](#). Onsite representation is required for each professional discipline (Architecture, Mechanical, and Electrical engineering). This onsite representative should be familiar with the project and must be able to take direction from the OPC surveyor. This function is typically performed by the contractor. The representatives for the design architect and engineers may elected to attend the survey in person or join the survey meeting remotely.