Customers & Visitors are strongly encouraged to wear face coverings.

Customers & Visitors will be reminded to practice social distancing.

Customers & Visitors are encouraged to use hand sanitizer whenever hand washing is not possible. A hand-sanitizer dispenser is located on the wall prior to entering the reception area.

Customers & Visitors will not be allowed into the common office areas for employees. Designated areas will be provided for customer & visitor meetings with employees. Meetings shall not take place outside these designated areas.

To maintain social distancing standards, only one member of the public will be allowed inside the reception area at a time.

City employees working at the reception desk must remain on the employee side of the reception area. The reception counter will be sanitized after each citizen leaves the reception area.

Customers & Visitors, who have made arrangements for an appointment are required to wear a face covering that covers their mouth and nose and will be asked whether they have travelled recently, whether they have been in contact with someone who has had COVID-19, and whether they are experiencing symptoms of COVID-19. Customers & Visitors coming to City Hall will be met by the person whom they’re visiting. Customers & Visitors will be signed in and asked those three questions. Customers will be asked to sign out when they leave.

City employees leaving the common office area to meet with a customer or visitor are required to wear face covering.

Encourage the use of online payments. Payments can continue to be paid over the phone.

Parcel drop off and pick up – continue to use the table set up at the east entrance.

Building Department – Building Department operations will continue to be conducted electronically for the time being. The office of Rick Smith and Bob Bland is restricted to customers & visitors without an appointment and the door will remain locked at all times.
OFFICES REOPENING GUIDELINES

1. Wear face coverings in presence of others. Maintain social distance of at least 6-ft.

2. Stagger start and end times to reduce congestion at elevators and on public transit.

3. Keep your desk free of personal items for easy cleaning.

4. Limit to 50% of office occupancy and encourage telework.

5. Disinfect workstations upon entering + office & before leaving.

6. Use tele- & video-conferencing & minimize in-person meetings whenever possible; if in-person meetings are needed, limit to 10 people with social distancing.
EXHIBITING SYMPTOMS? PLEASE STAY HOME.