



City Hall Reopening Plan

Appointments at City Hall will recommence on November 9, 2020

Policies:

- Face covering use and COVID-19 procedures including temperature checks and hand sanitization will be required by the public.
- Face covering use for employees is required when 6-foot social distancing cannot be maintained.
- No public access to the offices or cubicle areas unless accompanied by an employee.
- All in-person meeting requests must be received no less than 2 business days in advance and will be scheduled based on staff availability.
- Stagger meetings between the two conference rooms. Conference rooms will not be used at the same time. Do not want the potential of up to 8 people interacting in the lobby.
- Conference rooms will be cleaned after every meeting.
- Encourage the public to continue to utilize on-line meetings or conference calls with staff.
- Continue with a work from home schedule for employees that can do so.
- If you feel sick contact your supervisor and stay home.
- Employees are required to go through the Individual Minimum Standards Health Protocol Checklist when they enter the building and are required to take their temperature.
- Employees or the public with a temperature of 100 degrees or more are not allowed to remain in the building.
- No participant will be allowed to enter or remain in the building if they are not wearing a face covering.
- Meetings will be rescheduled if an individual, employee, or participant, is showing any symptoms of illness.
- The City Administrator or designated City Representative decision regarding cancelling a meeting will be final.

Physical actions that we are taking:

- Free standing signs in front lobby to remind visitors to social distance.
- Increase disinfecting and cleaning high touch areas regularly throughout the day.
- Put the copier behind the receptionist desk on a shelf or cabinet and slide it over so that it is not directly behind receptionist desk.
- Clearly marking sanitizing stations.
- Replace sliding permitting window with a full plexiglass window and cut out to pass documents through.
- Hang an "Employees Only" sign on the building/permitting office door.
- Performing maintenance on the permitting county to make it easier to disinfect.
- Face coverings are available at the receptionist desk.
- An Individual Minimum Standards Health Protocol Checklist and thermometer are at the receptionist desk.

Please reschedule a meeting if you are concerned about a positive test result or exposure to an individual who has a positive test result.