

TIER 2 SEMI-VIRTUAL



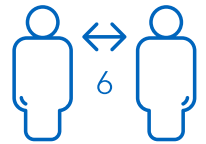
BUSINESS CONDUCTED PRIMARILY VIA ELECTRONIC OR TELEPHONIC

- Encourage business via email, phone or mail
- In person business transactions by appointment only



BUILDING/FACILITIES LIMITED ACCESS

- Public permitted only by appointment
- Clear signage
- Markings for physical distancing



STAFF TELECOMMUTE WHEN POSSIBLE

- Utilize electronic & telephonic means when possible
- Facilitate business by appointment when needed
- Stagger shifts & maintain physical distance



SANITIZING & CLEANING MEDIUM FREQUENCY

- Sanitizer readily available & signage maintained
- High touch areas cleaned 2x day
- Staff to clean: phones, desk, keyboard, ipads & laptops 1x day
- Sanitize vehicles before & after use



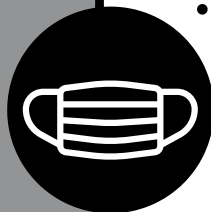
BUILDING/FACILITIES ENTRY & BEHAVIOR

- Comply with physical distancing
 - follow signage
 - obey markers, barriers, spacing
- Those experiencing symptoms should not enter



FACE COVERINGS

- Staff to wear mask when reporting to work (outside of home):
 - engaging in face-to-face business with the public
 - within 6 feet of another
 - occupying common areas
- Public to wear mask when in City buildings/facilities



GROUP GATHERING ROOM CAPACITY

- Utilize electronic or telephonic meeting when possible
- Groups limited to 25% of room occupancy
 - with physical distancing



STAFF MOVEMENT WITHIN BUILDING/FACILITIES

- Remain at workstation
- Limit unnecessary travel
- Avoid congregating in common areas

PAPERWORK & PAYMENT PROCESSING

- Paperwork and payments handled electronically
- When not possible, sanitize between transactions
- Do not share pens

