

TIER 3 LIVE



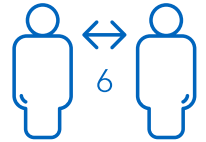
BUSINESS CONDUCTED IN PERSON W/ PRECAUTIONS

- In person business transactions utilizing physical distancing, masks, and fewer attendees
- Business via email, phone or mail as it meets public's needs



BUILDING/FACILITIES OPEN W/ PRECAUTIONS

- Walk in business allowed with:
 - Clear signage
 - Markings for physical distancing



STAFF REPORT TO WORK LOCATION

- Business to be conducted face to face with public
- Maintain smaller group meetings and comply with physical distancing and mask requirements



SANITIZING & CLEANING HIGH FREQUENCY

- Sanitizer readily available & signage maintained
- High touch areas cleaned 3x 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:
 - 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 50% 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

