



COVID-19 Visitors Protocol for Entering City Buildings

Effective Monday, May 4, 2020, City Hall will reopen to the Public on a limited basis. Citizens are still encouraged to use alternative methods for handling their business with the City, including using the mail, drop-box outside of City Hall, on-line services, or the telephone whenever possible. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors, the following protocol is being implemented:

- If you have COVID-19 symptoms (i.e., fever, cough, or shortness of breath), please stay home.
- Visitors will enter City Hall through the back door and check in at the desk on the left. Masks shall be required for all visitors entering the building. If you do not have a mask, you will not be allowed to enter the building. Family members of visitors may not enter the building together. Children will not be permitted to enter the building during this time.
- Every visitor will be required to answer screening questions, which could result in denied entry further into the building.
- Every visitor will have their temperature taken at the checkpoint. If the visitor's temperature is 100.4 deg F or higher, they may not proceed further.
- Every visitor will be required to use hand sanitizer before going past the check point.
- Employees interfacing with the public must always wear a mask.
- All visitors and employees shall continue to practice social distancing, staying at least six (6) feet apart from each other. Floor decals will be in place down the hallway to ensure safe distancing for visitors standing in line.
- Keypads for Credit/Debit transactions will be wiped down with disinfectants after each use.
- All surfaces in the area will be cleaned and disinfected in the morning, at lunch and at the end of the day.

Please be reminded that this is a fluid situation so there could be modifications. Your flexibility and understanding are greatly appreciated. Thank you for your continued support during this time. If you have any questions or concerns, please do not hesitate to contact the City Manager's office at (912) 510-4041. Your safety remains our top priority. Please stay safe and be well.