



Re-Opening City Buildings

I. General Provisions

- A. All customers who seek assistance directly from City staff members are encouraged to wear a mask, and use hand sanitizer immediately prior to meeting with City staff.
- B. All customers who wish to meet face-to-face with staff shall be required to respond to questions below of potential exposure to CoVid-19; and, they shall be required to agree to a self-administered temperature scan. If their temperature is 100.4 (F) or higher, they shall not be allowed access to City buildings for two weeks.
- C. Customers are encouraged to conduct their business with the City as follows:
 1. Electronically, including email, online service portals, telephonically, or Zoom;
 2. Unless it is absolutely imperative that a customer meet face-to-face with a member of City staff, customers should avail themselves of the service bins that will remain in the elevator lobby in City Hall Annex.
- D. The elevator shall be the only means of accessing the Annex's upper floors for customers, and occupancy in the elevator shall be limited to two persons.
- E. BUILDING LOBBIES, INCLUDING THE ELEVATOR LOBBY IN THE CITY HALL ANNEX IS NOT TO BE USED FOR CONDUCTING FACE-TO-FACE BUSINESS.

II. Facility Access

A. Historic City Hall

Access to historic City Hall shall only be through the east door that leads into the Council Chambers lobby from the parking lot and that serves as an accessible way for those who may have a mobility impairment.

B. City Hall Annex

Access to City Hall Annex shall only be through the elevator lobby doors, one of which is adjacent to the front stairs; and the door leading from the parking garage into the elevator lobby. The only authorized access to the second or third floors of the building shall be via elevator. Access to the stairs, except by a City employee, is strictly forbidden.

1. Service bins shall remain in the elevator lobby, and shall be the primary means of conducting business with the City for the following services:
 - a. Dropping off utilities payments;
 - b. Dropping off building plans for review; and, picking up approved plans;
 - c. Dropping off requests for consideration by the Urban Design Division, including Code Compliance.
2. Customers who wish to meet with City staff shall notify the lobby attendant of the individual(s) with whom they wish to speak. The lobby attendant shall pose the following questions:

- a. Within the last fourteen days, have you experienced a new cough, shortness of breath or a temperature over 100.4 that you cannot attribute to another health condition?
- b. Within the last fourteen days, have had close contact with someone who is currently sick with suspected or confirmed COVID-19? (Close contact is defined as within six feet for more than 10 consecutive minutes.)
- c. In the last fourteen days, have you travelled internationally or to areas within the United States of known CoVid-19 spread such as New York, New Jersey, Connecticut, or Louisiana? (This list may change periodically.)
- d. Are you caring for someone who has tested positive for CoVid-19?

If the answer to any of these questions is “YES” the customer shall be instructed to go home and not return for a period of two weeks.

All customers who wish to have access to upper floors shall be required to self-administer a temperature scan. If the customer has a temperature of 100.4 degrees Fahrenheit or more, they shall not be allowed to enter the facility beyond the elevator lobby, and shall be instructed to go home and not return for a period of two weeks.

3. The attendant shall notify the staff member with whom they wish to meet to come down to the lobby to meet the customer. Staff members are encouraged to wear an appropriate mask when meeting with customers in a face-to-face setting.
 - a. Discussing and resolving the business at hand in the Annex parking garage or outside shall be the preferred method for such face-to-face interactions.
 - b. If it is necessary for the meeting to be conducted in a conference room, the employee shall accompany the customer via elevator to the appropriate venue. In order to ensure appropriate social distancing, only the staff member and the customer shall be allowed to take the elevator. This practice of two people in the elevator shall be followed for all of those who are planning to attend the meeting.
 - c. Under no circumstances shall the number of those in attendance at such a meeting be greater than what can be accommodated in the conference room and still ensure appropriate social distancing protocols.
 - d. Upon completion of the business at hand, City staff shall direct attendees down to the lobby via elevator, once again adhering to only two people riding in the car at once.

C. Public Works and Utilities Buildings

1. Access to both the Public Works and Utilities buildings shall be only through the main door at the front of each facility.
2. Customers who wish to meet with City staff shall notify the front desk attendant of the individual with whom they wish to speak. The attendant shall pose the following questions:
 - a. Within the last fourteen days, have you experienced a new cough, shortness of breath or a temperature over 100.4 that you cannot attribute to another health condition?
 - b. Within the last fourteen days, have had close contact with someone who is currently sick with suspected or confirmed COVID-19? (Close contact is defined as within six feet for more than 10 consecutive minutes.)
 - c. In the last fourteen days, have you travelled internationally or to areas within the United States of known CoVid-19 spread such as New York, New Jersey, Connecticut, or Louisiana? (This list may change periodically.)
 - d. Are you caring for someone who has tested positive for CoVid-19?

3. If the answer to any of these questions is “YES” the customer shall be instructed to go home and not return for a period of two weeks.
4. All customers who wish to meet face-to-face with a City staff member shall be required to self-administer a temperature scan. If the customer has a temperature of 100.4 degrees Fahrenheit or more, they shall not be allowed to enter the facility beyond the lobby, and shall be instructed to go home and not return for a period of two weeks.
5. The attendant shall notify the staff member with whom they wish to meet to come to the lobby to meet the customer. Staff members are encouraged to wear an appropriate mask when meeting with customers in a face-to-face setting.
6. Discussing and resolving the business at hand outside shall be the preferred method for such face-to-face interactions.
7. If it is necessary for the meeting to be conducted in a conference room, the employee shall accompany the customer to the appropriate venue.
8. Under no circumstances shall the number of those in attendance at such a meeting be greater than what can be accommodated in the conference room and still ensure appropriate social distancing protocols.

D. Public Safety

The Police and Fire departments have well-defined protocols that differ from other City buildings and facilities.