

## **STAFF COVID-19 POLICIES**

**EFFECTIVE JUNE 1, 2020**

- OFFICE WILL RE-OPEN WITHOUT APPOINTMENT, HOWEVER MASKS MUST BE WORN BY THOSE COMING TO THE OFFICE. OFFICE STAFF WILL WEAR MASKS WHEN DEALING WITH THE PUBLIC.
- STAFF WILL BE ABLE TO ENTER UNITS FOR WORK ORDERS, HOWEVER, IF UNIT IS NOT VACANT, OCCUPANT AND STAFF MUST WEAR FACE MASK AND GLOVES.
- LIBRARY ACCESS WILL BE GRANTED BY MAKING AN APPOINTMENT WITH THE OFFICE FOR A 15 MINUTE TIME SLOT. MASKS AND GLOVES MUST BE WORN BY THOSE WISHING LIBRARY ACCESS. ACCESS WILL BE GRANTED TO ONLY ONE PERSON AT A TIME, NO MORE THAN ONCE PER DAY.