



# City of Tuttle

## Administration Department

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### TUTTLE CITY HALL VISITOR COVID-19 PROCEDURES

As of May 15, 2020

#### **IN GENERAL**

- City Hall will reopen to the public on Monday, May 18<sup>th</sup>, 2020.
- City Hall will be open Monday through Friday 8:00 am to Noon and 1:00 pm to 5:00 pm.
- The building will be closed between Noon and 1:00 pm daily for lunch and cleaning.
- Absolutely no one should enter the building who has a fever at or above 100.4F or is displaying other signs of sickness (Cough, Shortness of breath or difficulty breathing, Fever, Chills, Muscle pain, Sore throat, New loss of taste or smell). Anyone displaying these signs of sickness will immediately be asked to leave the building.
- The wearing of masks by visitors is welcomed.
- Anyone can use the handicap door, located on the west side of the building, to access the building. The buttons to open the handicap door can be used by simply pushing your hip or leg against the button.
- Hand sanitizer is available throughout the building. Everyone is encouraged to use it frequently.

#### **FOR VISITORS USING CUSTOMER SERVICE COUNTER**

- Only one customer should be at the counter at a time.
- Others must wait behind the line in the foyer until the other visitor has left the window.
- Visitors must maintain at least six feet of distance apart.
- Visitors should immediately leave the building after business at the counter has been conducted.
- Community Development and Fiber business should be conducted at the customer service window.

#### **FOR VISITORS TO THE PUBLIC STORM SHELTER**

- See the previously issued guidelines for the opening and use of the public storm shelter.

#### **FOR DELIVERIES**

- Deliveries should be brought to the Finance Office door. The customer service clerk will open the Finance Office door to receive and accept the delivery.

#### **FOR ALL OTHER VISITORS**

- Appointments must be made and confirmed prior to arrival.
- Visitors must enter the foyer at their appointment time. If they arrive early, they should wait outside until their appointment time. The person they have an appointment with will meet them in the foyer. Each visitor is encouraged to call the number of the person they will be meeting with upon arrival so they will not need to wait in the customer service window line.
- All visitors must sign in and have their temperature checked.
- Visitors will be limited to accessing only those parts of the building where escorted by City personnel.
- Meetings with visitors should occur inside of the City Council Chambers. The surfaces will be cleaned after each meeting.