

Phase 1.5 – Updated Oct. 12, 2021

1. All employees must wear a mask when they are away from their individual work stations. This includes conference rooms, breakrooms, hallways, public meeting rooms and excludes vehicles, distanced outdoor settings, and emergency response.
2. Citizens who visit City Hall to conduct business are strongly encouraged to wear masks regardless of vaccination status. Masks and hand sanitizer are available throughout City facilities.
3. Public Meetings and Municipal Court will continue as hybrid meetings. Internal staff meetings and meetings with the community should be held virtually to the fullest extent possible.
4. Permitting and Revenue will remain open to the public by appointment only.
5. Staff members in open work stations **may** telework **up to two days per week, including Fridays**, as determined by the department director. Breakrooms will be limited to two staff members at a time, and elevators and copy rooms will be limited to one staff member at a time.
6. Fridays will remain a telework day for deep cleaning and fogging of City Hall and Municipal Court.