



On Monday, May 4, 2020 at 8:00 AM, Wabash City Hall will open with the following guidelines and restrictions:

- A. **The Public** will be **restricted** from entering the building **unless they have a pre-arranged appointment and they must wear a face mask when they come into the building**. Employees must wear a mask when interacting with the public also. (I have procured NK-95 masks for all employees of City Hall)
- B. Employees must maintain Social Distancing while at work and take all safety precautions for sanitation e.g. hand washing frequently and use of hand sanitizer.
- C. We will conduct Board of Works in person with limited in person attendance and video conferencing for all others.
 - a. Board of Works, City Attorney, Bev Vanderpool, and media will be allowed in the City Council Chambers for the meeting, Department Heads and all others will attend by video/phone unless required to appear for a hearing. All public, including City Council members, will attend the meeting via video/telephone unless required to appear in person for a hearing. Social Distancing will be maintained in the City Council Chambers at all times.
- D. City Council meetings will be determined in the near future under the same guidelines as Board of Works meetings, possibly held in the Grow Wabash County Board Room which is larger and able to maintain Social Distancing if I can secure use of the room on the City Council Dates.
- E. Finally, all employees should screen their temperatures before leaving their home. Anyone with but not limited to the following symptoms should stay home for 2 weeks or until cleared by a medical professional: a fever, a cough, sore throat, and/or headache.
- F. Employees who must deal with school closure e-learning/daycare closures will be handled on a case by case basis by the Mayor, in order to maintain work and family life as normal as possible.
- G. Department Heads who oversee employees, housed at City Hall, should discuss any deviation from these guidelines with employees, addressing any underlying health conditions that may put those employees at additional risk.

These guidelines/restrictions will be revisited as needed with the goal of being fully open and under normal operations by Monday July 6th which is the 1st day of work after the Governors stated goal of "fully opening up the State of Indiana".

Sincerely,

Scott A. Long
Mayor
City of Wabash