



COVID-19 SAFETY PLAN

CITY OF MATTAWA

City facilities have been closed to the public to further reduce staff exposure to the Covid-19 virus. Based on the direction we have received, we will be able to open our doors to the public starting on **March 22, 2021**.

Measures we are taking;

How we are ensuring our Customers / Personnel will help keep themselves safer from exposure and transmission of the Covid-19 virus. To minimize the spread of Covid-19 at our facility, everyone must play their part. Everyone is recommended to follow these practices.

- Face Covering will be required upon entry.
- Physical barriers between customers and personnel will be established.
- Ensure 6-foot distance between customers and personnel.
- Post signage throughout the facility as a reminder to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Implement health screening assessment (questionnaire, temperature check) to all our city hall personnel.
- Provide hand sanitizer stations, including a public restroom with a handwashing station that includes soap, water and paper towels.
- Conduct regular cleaning and disinfection especially in the city hall lobby area at least once in the morning and once in the afternoon or more frequently as needed.
- Frequently clean and disinfect high touch surfaces like our customer payment counter, door handles, copiers, restrooms, and common areas.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Then wash hands or use sanitizer.
- Avoid touching your eyes, nose, or mouth.
- In the case of an employee or visitor testing positive for Covid-19, we will ensure the cleaning and disinfection using UV technology.

If you are experiencing any of the following symptoms, we ask to refrain yourself from coming inside our building. You may call our office at 509-932-4037 to better assist you.

- Cough
- Shortness of breath or difficulty breathing

- Fever
- Chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell

We are excited to be able to open our doors again and are eager to see our customers again! We appreciate your attention with this matter.

City of Mattawa Personnel