



Memorandum

To: All Colleagues

From: Kenneth N. Wilson, County Administrator

Date: June 11, 2020

RE: ALL EMPLOYEES ---COUNTY BUILDING / “New Normal” SAFETY PROTOCOLS

Safety protocols for entering a county building include:

- **ALL COUNTY EMPLOYEES and CONTRACTORS are REQUIRED TO WEAR MASKS. This is MANDATORY for County employees and contractors. Masks must be worn in all common areas and when entering/exiting the building, as an example.**
- **Employees must perform daily symptom assessment before arriving at work.**
- **Maintain SIX FEET OF SEPARATION between yourself and others.**
- **NOTE: SIX FEET OF SEPARATION includes when you are waiting to go through security, and when waiting for the elevator.**
- **No more than 3 people to an elevator.**
- **FOR MEMBERS OF THE PUBLIC: Wearing a mask or facial covering is EXPECTED and STRONGLY ENCOURAGED and**

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some courts have mandated that they are worn, so some areas may not be accessible to the public without a mask that covers the nose and mouth.

- **Limit in-person meetings: No more than 10 people in any one group.**
- **Wash or sanitize your hands often.**
- **Reduce the sharing of work materials and eliminate where practical.**

***For more information, please see County “New Normal” Recommendations issued on June 3, 2020.**

County Administrator
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