

KIOWA COUNTY SAFER AT HOME RE-OPENING PROCEDURE

- **Reopen Courthouse, Public Health and Social Services to the Public on April 27, 2020**
- **All employees are required to return to work (unless an exception is made by BOCC) for the regular scheduled work hours**
- **Courthouse hours open to the public will be 9:00 a.m. to 1:00 p.m. Monday – Friday. Public Health and Social Services will be 8:00 – 4:30**
- **The Courthouse will now have a single entry point at the West Entrance, all other doors will remain locked but can be used by employees only.**
- **Anyone entering the courthouse will be required to hand sanitize, wear a mask (one will be provided if needed), and will have their temperature taken before being allowed to go to an office**
- **Employees will be required to take and log their temperature at the beginning of each shift.**
- **Anyone with a temperature of 100.4 degrees or more will have to leave.**
- **Employees will have to remain off until they are tested for COVID-19 and have a negative result**
- **If an employee has a positive result he/she will have to remain off work for a minimum of 14 days (will need a doctor's note to return)**
- **The Courthouse and offices will be sanitized several times a day**
- **County employees are required to wear a mask whenever they are in contact with the public or other office personnel**
- **The social distancing guidelines of 6 feet will be adhered to while in the Courthouse, Public Health and Social Services offices**
- **A limit of two clients will be allowed in any office at one time**
- **The public will be encouraged to continue taking care of business through phone, email, mail or drop box when it is an option**
- **On court days, entry will begin at 1:00 p.m. for attendees and they will be subject to the same screening as the regular public**
- **A limited number of people will be allowed in the Court room at one time**
- **Road & Bridge, Maintenance and Landfill employees will be required to wear a mask or face covering whenever they are in the public or working in close proximity to each other**
- **Transit drivers and riders must wear a mask whenever they are in the vehicle together or in close proximity. We will only resume medical/dental/eye trips for now.**
- **Any county employee who is in contact with the public whether in the office or elsewhere needs to be wearing their masks as an example to the community that their health and safety are important to us.**

We will make every effort to protect our employees and the people who use our services.

Thank you for your cooperation during this unusual time!