



**CITY OF OKEECHOBEE**  
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**Okeechobee City Council**

Mayor Dowling R. Watford, Jr.

Wes Abney

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## Memorandum

Date: March 23, 2020  
To: All Staff  
CC: Mayor Watford and City Council Members  
From: City Administrator Marcos Montes De Oca, P.E.  
RE: **Operation Procedures for City Hall Public Access**

During this time under our Local State of Emergency and COVID-19, City Hall operation will be modified when dealing with the public. This operation is not only for staff, but to limit any type of cross exposure to our public and citizens. Public health and safety are paramount and are our primary concern. Any way we can implement actions to curb a potential transmission should be instituted.

I would encourage the usage of the telephone in lieu of visiting offices to reduce contacts among co-workers and maintain the six feet rule in conversations, etc. Please also, as we have in the past, wash your hands.

Doors to City Hall will be manually locked from the inside; key cards will not work for access from outside.

Each entry will require washing of hands before accessing any offices.

Public must utilize the video doorbell for access. Signage with directions will be posted for the public.

Those with desktop access will be Gail, Kim and JJ and should be monitored at all times. Only **one** member of the public will be allowed **per application**/information request (if small children are present and do not have another guardian, they must follow the same guidelines on washing of hands, etc.)

If others are at a rear door, please utilize the opposite door for exiting. Those waiting should remain outside. For example: a records request - exiting through the clerk's office door would be appropriate. Door handles should be wiped down following exiting.

This operation procedure is not inclusive of every situation. Please utilize proper judgment.