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### **Municipal Building Re-Opening**

- If the State of Illinois moves in Phase 4 beginning June 26, 2020, the Village of Rantoul will open doors to the public beginning on July 6, 2020. The two doors which will be opened for public use will include the main entrance door on the west side of the building for general public, and the door on the north side of the building for use by contractors or others needing the Building Safety Department. All other doors will remain closed and locked to the general public until our region moves into Phase 5.
- All staff, regardless of their position, will be required to wear gloves when accepting any items of material from residents.
- Signage will be placed at the two entrances outlining the guidelines and protocols for the public to access the building, and all will be required to comply, or will be asked to exit the premises.
- All non-staff members entering the building will be required to wear a mask, use the hand sanitizer provided at the entrance, and verbally complete a personal questionnaire designed to determine likelihood of possible contact with a confirmed COVID-19 illness case. Upon donning of appropriate Personal Protective Equipment (PPE), utilization of sanitizing, and successful completion of personal evaluation, the guest will be directed to their desired staff member.
- Utilities window will NOT open until Phase 5. Unfortunately, due to the layout of the building, it is very difficult to allow residents in to pay their Utility Bills until the need for social distancing has been eliminated. Currently, residents either “stack” to the east which, if distancing at six feet apart, would put them standing in front of Human Resources Office door, or out the east door, neither of which is desirable. The other way in which residents using Utilities “stack” is to the north placing them directly in front of the Lobby Clerical Staff, also not ideal. We have garnered a strong system in providing opportunities for drop-off through the night deposit, pay on-line, use of mail, or off-premises drop-off sites, all which seem to be embraced by the majority of the public. The Utility Staff will be available to meet with anyone by appointment, we just will not be able to allow “walk in” without appointment until Phase 5.

- Any contractors or those members of the public needing assistance from the Building Safety Department shall enter through the north doors, step up to the window manned by department staff, and discuss matters through the barrier. The doors leading to the Building Safety Department offices shall be closed at all times and locked prohibiting the public general access to the office area, and requiring admittance prior to moving past the doors to the office area.
- Markings will be placed on the floor in certain areas indicating the general public is not to move beyond those lines. This will allow for social distancing and personal protective space during Phase 4.
- The guidelines will remain in place until the advancement by our region to Phase 5 of the State of Illinois' "Restore Illinois" plan.