



## DEPARTMENT OF PUBLIC WORKS

### FOR IMMEDIATE RELEASE

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### Public Works Public Reopening Guidelines

Peoria, IL (May 29, 2020) City of Peoria Public Works Department administrative offices will reopen to the public effective Monday, June 1, with normal business hours, Monday - Friday 7:30 AM to 4:30 PM. In the interest of public health and safety, there will be some limitations. Whenever possible, public interaction should be conducted with the Department via email, online, virtually, or over the phone.

Walk-in customers will be allowed; however, it is recommended that person(s) contact the Department at (309) 494-8800 and schedule a meeting to ensure the proper staff contact is available and onsite prior to arriving.

Due to the 6-foot social distancing guidelines provided by the Center for Disease Control and Prevention (CDC) only 2 visitors will be permitted in the waiting room area at a time. Additional visitors will need to wait in their vehicle. The visitor's contact information will be noted, and staff will notify the visitor once they may enter.

For safety reasons, children unable to wear a face covering will not be allowed to enter the facility.

#### **Visiting Public Works Guidelines:**

- Visitors may only enter via the main public entrance and use the red phone located in the foyer to identify themselves and notify staff they have arrived.
- Sanitizing stations are set up for incoming visitors in the foyer near the entrance for use.
- Visitors must identify themselves and state the purpose of the visit. They will then be directed to the proper staff member. If the staff member is unavailable, or working remotely, contact information will be provided.
- Visitors are required to wear a face covering and sanitize their hands prior to entering the building beyond the foyer. Visitors will be responsible for bringing their own face covering.
- Staff is required to wear appropriate personal protective equipment (gloves and face covering) when greeting the visitor at the entrance and taking their temperature. Gloves will be discarded after each use in accordance to CDC guidelines.
  - If the visitor's temperature exceeds 100.4 degrees Fahrenheit, they may not enter the facility.
- Visitors will be escorted to the conference room by staff. Conference room chairs will be distanced in accordance to the CDC's 6-foot social distancing guidelines.
- Following the meeting, visitors will be escorted out of the facility.

City of Peoria Public Works Department  
3505 N Dries Lane  
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- The conference room, entrance, and red phone will be sanitized after each use/meeting.

All other protocols regarding shipping and receiving, mail, staff self-monitoring, and remote working will remain in place.

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