



# CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

## **Plans for the Opening of City of Mishawaka Government Buildings**

To facilitate the opening of City Hall, the following has occurred:

- Plexiglass barriers have been installed at all public counters in each department
- Physical barriers have been installed where possible to keep the public out of private areas and offices
- Physical barriers between employees have been installed where needed
- Signs have been printed and will be put at the entrance at City Hall and the entrance of all other divisions in the city
- Six-foot distancing has been measured in the departments
- Masks have been procured to use when social distancing is not possible. Each department will have an allotment of masks. There will be a sign on the front door asking patrons to wear a mask when entering, but we cannot force anyone to wear one. All employees of City Hall have been provided with a mask and more are available in purchasing
- Signs for the bathrooms in all city buildings have been printed.
- Thermometers are on order so all City Hall employees can take their temperature daily
- Hand sanitizer is available at the entrance to City Hall and in all departments
- We will continue to limit the number of people in spaces to promote social distancing
- HR Manager, Susan Kile and Safety Coordinator, Josh Callander have walked thru City Hall to make sure the plans have been implemented.

All other Departments have opened under normalized plans while following all guidance and orders as well including the Police Department lobby which opened Monday, May 11. The Mishawaka Environmental Center will open up on 5th Street on Tuesday, May 12. The St. Joseph County Solid Waste Management District's Hazardous Household Waste Program will also open as part of that. We are prepared with modified operations to accommodate that safely.

