

City of Vergennes, Vermont

Standard Operating Procedure

City Hall Health and Safety Requirements Standard Operating Procedure

Implementation Date: June 2, 2020

Revision Date:

Purpose: To create administrative standards that coincide with State and Federal guidelines for protecting individuals in the Vergennes City Hall upon its reopening related to the coronavirus (COVID-19) pandemic.

1. Social Distance
 - a. All customers and employees (individuals) must stay 6 feet apart at all times;
 - b. All individuals must wear a face covering at all times;**
 - c. Only one customer is permitted at the customer counter at a time. All other customers must wait in either the City Hall entrance foyer or outside;
 - d. Only 5 customers are permitted to wait in the City Hall Foyer at a time;
 - e. Customers who wait for service in the foyer and/or outside shall stay 6 feet apart at all times;
 - f. A sneeze guard shall be installed at the customer counter of City Hall. All transactions between employees and customers must take place behind this sneeze guard; and
 - g. Only one (1) individual shall be permitted in the vault at a time. Any location in City Hall where 6-foot social distancing cannot be applied shall only permit one individual in the location at a time.
2. Social Distancing Exceptions:
 - a. Individuals who are family members and live together are not required to stay 6 feet apart.
3. Cleaning:
 - a. An employee shall be designated COVID-19 cleaner for the day. This employee shall be responsible for sanitizing all areas that are touched by individuals, including but not limited to:
 - i. Doorknobs;
 - ii. Customer counter and sneeze guard;
 - iii. Light switches;
 - iv. Keyboards;
 - v. Desks;
 - vi. Bathrooms; and

COVID-19 Cleaning Checklist

Frequency: Everyday first thing in the morning and 11AM

Completed by: _____

Date: _____

Zoning Office

- Light switch
- Interior Door Doorknob
- Exterior Door Doorknob

Manager's Office

- Interior doorknob
- Light switch

Clerk Office

- Copier
- Vault Doorknob
- Vault Light switch
- Title Search Table
- Assessor Card Cabinet
- Front counter
- Front counter sneeze guard
- Light switches
- Interior entrance doorknobs
- Conference room doorknob and light switch
- Bathroom light switches, doorknobs, and fixture handles

Vestibule

- Soap dispenser pump
- Light switches
- Interior entrance door doorknob
- Exterior entrance door doorknob
- Drop box grab handle