

Entering Municipal Buildings

Employees and visitors with a scheduled appointment must follow the protocols outlined below for entering municipal buildings and facilities.

Entering City Hall and City Hall Annex

During Phase 1, all employees and visitors, must enter City Hall at the back door (North side of the building) on Pynchon Street. There, a screening station is set up for anyone using City Hall or the City Hall Annex. Employees assigned to the City Hall Annex at 1600 East Columbus Avenue, as well as visitors to that building, must report to the back entrance of City Hall for temperature check before going to 1600 East Columbus Avenue.

At the back entrance of City Hall, a tent is set up for individuals to wait to be screened for entrance. A greeter will use an infrared thermometer to take each person's temperature. Once you enter the building, inside the back entrance, blue tape on the floor indicates a minimum of 6 foot distance.



Hand sanitizer dispensers are located at the back entrance and throughout the building. One way foot traffic will be required. Make sure to follow the arrows on the floor.



One way arrows have been placed on the floor and in stairwells to indicate which way traffic should flow. The back stairs will be for going up, and the front stairs will be for going down.

Safe standing zones indicate where it is safe to stand and wait for your appointment, without interrupting the flow of foot traffic.

Entering Tapley Street Facilities

During Phase 1, the Department of Public Works, Office of Planning and Economic Development, Building Department, and Retirement Office will also only allow visitors by appointment. The same screening and protocols for employees and visitors previously discussed will apply to the Tapley Street Facilities.

Entering School Department, Police Department, & Health Department Facilities

During Phase 1, the School Department, the Police Department, and the Health Department will also only be allowing visitors by appointment only. The same screening and protocols for employees and visitors previously discussed will also apply to these facilities.

City Parks

Parks will continue to be open for passive recreation.

- Picnics in the parks will be allowed but with restrictions. e.g., immediate family members only, appropriate face coverings
- Playgrounds will remain closed during Phase I

The Farmers Market in Forest Park will open with strict guidelines.

- No more than 35-40 in the market at one time.
- Hand washing stations as you enter market.
- Vendors will round-off pricing to whole dollar to limit change.
- Patrons will wait to enter the market on south side of Cyr Arena.

The Zoo in Forest Park will be allowed to open under strict guidelines, upon approval of public health sanitation staffing.

Golf Courses will remain open under current guidelines. Golf courses will offer take-out food services under the restaurant guidelines beginning Thursday May 21st. Carts and restrooms will be monitored and opened. Bath attendants will be hired to maintain restrooms to CDC guidelines.

Tennis courts will open with restrictions to be posted. e.g., each server uses own tennis balls, no doubles matches, etc.

Toll Booth will start accepting cash payments; attendants will wear gloves and masks. Season passes will be sold at the Info Center which has a glass partition; one customer at a time in the building.

Park and Golf Course Concessions are currently open, operating take-out only. Only pre-packaged ice creams and food. Safe Social distance guidelines to be followed.