

Reopening Protocol

Soft Opening – June 1st

Days and Times Mondays & Thursdays 9am – 1pm

Services Available over the Counter

Police

Planning

- Public access to paper files and records,
- Public access to public computer terminal for electronic submission of building permit applications,
- In-person payment of fees,
- Filing of planning applications until such time as electronic submittals are accepted

Public Works

- Provide temporary No Parking signs
- Receive and/or sign for deliveries

Human Resources

Finance

- Accepting payments for Planning and Public Works permits
- Shuttle Passes

City Clerk – Appointment Only

For records, election information, and how to correspond with the Brisbane City Council contact Ingrid Padilla at ipadilla@brisbaneca.org or call (415) 508-2113.

For notary appointments having to do with city business only, contact Angel Ibarra at aibarra@brisbaneca.org or at (415) 508-2109.

Public Wishing to Enter the Building

Greeted by employee (Linda Almeida) outside of the building

- Check temperature - needs to be below 100.4 F (38°C)
- Check for face covering
- Ask following questions:
 - Do you have a cough or runny nose?
 - Have you been in contact with someone diagnosed with COVID-19 in the last 14 days?
 - Have you been diagnosed with COVID-19 in the last 14 days?
 - What do you need to do today?
- Employee directs person to proper department or offers online alternative if possible
- Advise the person entering the building what the person must do

When the person enters the building, the person must:

- Ensure face covering is on
- Step on disinfectant mat with both feet
- Use disinfectant on hands
- Wait in appropriate line until it is the person's turn, maintaining social distance

When being helped:

- Stay behind acrylic shield.
- If need to sign, use own pen or use pen from new pen holder and place used pen in used pen holder
- Materials that are left will be placed in a bin and reviewed by staff at a later time

Employees

Employees who are sick with any illness will be required to stay home

Upon entering, the building employees will need to:

A. Self-certify

- Temperature below 100.4
- Not sick
- Has not been diagnosed with COVID-19 within the last 14 days
- Has not been in contact with someone who has been diagnosed with COVID-19 in last 14 days

B. Walk on the disinfectant mat with both feet

C. Use hand sanitizer

When in the employee's own office/workspace:

- May choose not to wear face covering when alone (however air circulates throughout the building and being in an office does not protect a person from airborne particles)
- Must wear a face covering when another person walks into the employee's office/workspace

When an employee leaves the employee's office/workspace:

- Must wear face covering

When helping someone at the counter:

- Must wear face covering
- Must wear gloves
- Must stay behind acrylic shield
- Wipe off the counter with disinfectant solution before helping next person
- Place anything touched by the other person in a used material container or clean with disinfectant solution

When using the kitchen area:

- Maintain appropriate social distancing at all times
- No sit-down eating in the kitchen
- Clean dishes used with detergent and clean surfaces touched with disinfectant