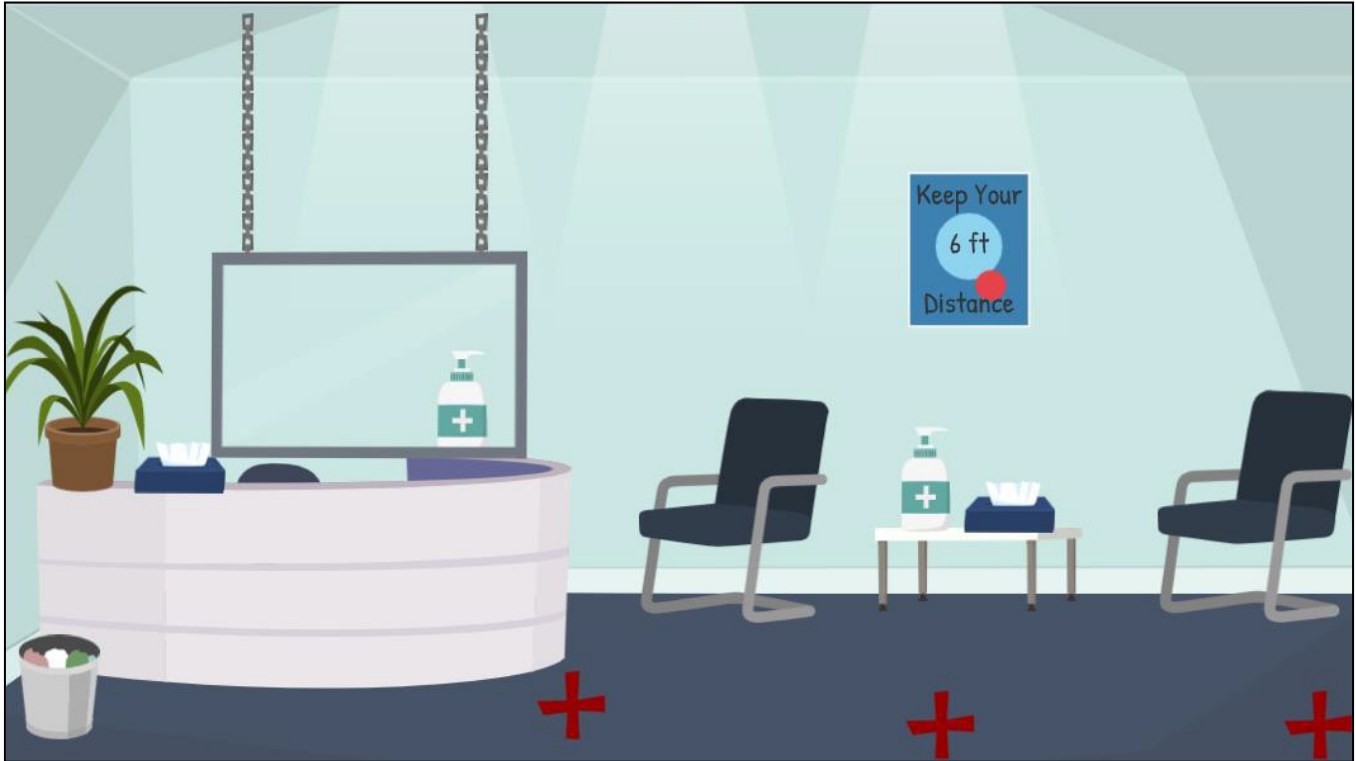


REOPENING LOBBY AREAS



State Agency lobbies need to be open to the public utilizing the following principles:

- At all times, social distancing of six feet shall be maintained by arranging points of service to comply and posting signage to remind employees and visitors of social distancing requirements.
 - Lobby areas should clearly designate where visitors can sit. If able, remove extra chairs to reinforce the maintenance of six feet.
 - Use floor tape to indicate where visitors can stand for lines. Consider both the inside and outside of the worksite.
- Conduct business by appointment only as much as possible.
- Designate specific times for high-risk and elderly people to obtain services at least once a week.
- Provide hand sanitizer, tissues, and garbage receptacles.
- Sanitize surfaces regularly throughout the day and after each use.
- In situations where social distancing cannot be maintained; shields or other barriers shall be installed to help prevent exposure.
- Remove magazines, water stations, and other high touch communal items.